



**CFS**

COMMAND FINANCIAL  
SPECIALIST

# CFS Student Manual

★  
First Edition

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COMMAND FINANCIAL  
SPECIALIST

# Service-Specific PFM Program Policy

## Appendix A

# OPNAVINST 1740.5D





DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON DC 20350-2000

OPNAVINST 1740.5D  
N170  
24 Oct 2017

OPNAV INSTRUCTION 1740.5D

From: Chief of Naval Operations

Subj: UNITED STATES NAVY PERSONAL FINANCIAL MANAGEMENT PROGRAM

Ref: (a) DoD Instruction 1342.22 of 3 July 2012  
(b) NAVPERS 15560D  
(c) OPNAVINST 1500.22H  
(d) DoD Instruction 1344.07 of 30 March 2006  
(e) SECNAVINST 1740.2E  
(f) DoD 7000.14-R, DoD Financial Management Regulations  
(g) SECNAVINST 1754.1B  
(h) SECNAVINST 5211.5E  
(i) OPNAVINST 1750.1G  
(j) SECNAVINST 1740.4  
(k) OPNAVINST 1740.4E  
(l) SECNAVINST 5040.3A

Encl: (1) Terms and Definitions  
(2) Core Personal Financial Management Training Subjects  
(3) Initial and Lifecycle Training Continuum  
(4) DoD Financial Education Partner List  
(5) Fleet and Family Support Center and Regional Personal Financial Management Program Responsibilities  
(6) Command Financial Specialist Qualifications, Functions, and Training Sites  
(7) Sample Command Financial Specialist Letter of Designation  
(8) Sample Command Special Assistant for Personal Finances Letter of Designation

1. Purpose. To publish United States Navy policy and assign responsibilities for the implementation of the personal financial management program as a core service of the Navy family readiness system. This revision incorporates language recommended by the Government Accounting Office on gambling disorder. This is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 1740.5C.

3. Applicability and Scope. Provisions of this instruction apply to all Navy Active Component (AC) and Reserve Component (RC) commands and personnel, permanent detachments, and departments. Navy civilian employees serving at duty stations outside the continental United

States (OCONUS) are also included under some provisions of this instruction. AC and RC personnel of other Department of Defense (DoD) components and United States Coast Guard are included when assigned to Navy commands.

4. Definitions. Terms used in this instruction are defined in enclosure (1).

5. Background

a. This instruction policy implements specific requirements that establish a systemic approach to address personal financial management issues for Sailors, families, and the Navy.

b. Reference (a) establishes personal financial management policy for all DoD components. The Navy hereby provides amplification of that policy.

c. Management of personal finances presents an increasing challenge to Sailors and their families. For some, the lack of basic consumer skills and training in how to prudently manage finances sets the stage for financial difficulty. Other contributing factors that magnify the impact on the military lifestyle are listed in subparagraphs 5c(1) through 5c(6).

(1) High cost of living in some areas in the United States and overseas.

(2) Prevalence of easy credit and predatory lenders.

(3) High-pressure sales tactics.

(4) Clever and deceptive advertising techniques that include Internet ads.

(5) Undisciplined buying and the tendency to live beyond one's means.

(6) Consumer rip-off schemes.

d. In many cases, resultant financial problems have a serious negative impact on Sailors and their families, as well as a debilitating effect on operational readiness, morale, and retention.

6. Policy

a. The Navy family readiness system must support commanders in maintaining unit financial readiness, sustaining mission readiness, and promoting personal readiness and retention through the personal financial management program.

b. References (a) through (l) mandate specific programs, services, actions, or requirements that are relevant to the personal financial management program.



c. As detailed in references (a) and (b), Sailors and the Navy have a joint responsibility to address personal financial obligations. Members have an obligation to meet the financial needs of their families and discharge their just financial debts in a timely manner. Commanding officers (CO) have a responsibility to encourage financial responsibility and sound financial planning.

d. The personal financial management program consists of four major elements as directed in subparagraphs 6d(1) through 6d(4).

(1) Financial Education and Training

(a) Core personal financial management training subjects, listed in enclosure (2), must be delivered in a continuum of learning beginning with recruit training and continuing throughout a Sailor's career and transition to civilian life. Specific guidance is provided in reference (a), enclosure 3, subparagraph 3d(2)(c)1, and is further detailed in enclosure (3) of this instruction.

(b) All commands and permanent detachments may conduct annual personal financial management training as part of the general military training (GMT) program in line with reference (c).

(c) Financial education conducted by non-government entities must comply with references (a), (d), (e), and (f), volume 5, chapter 34.

(2) Financial Counseling

(a) One-on-one assistance in the evaluation of individual or family income and expenditures, and recommendations for short- and long-term actions to achieve financial goals and contribute to individual and operational readiness will be provided.

(b) The effects of financial decisions on personal and professional lives, resources needed to make prudent consumer decisions, and related services and support must be addressed.

(c) Prior to deployment, Sailors should be encouraged to establish an extended absence financial plan. Support will be offered in the development of such plans.

(3) Consumer Advocacy and Complaint Resolution and Report Assistance. Assistance must be provided in coordination with appropriate authorities both in-Service and with DoD partners (Government and community based) listed in enclosure (4).

(4) Financial information and referrals. This service must be performed in line with references (a), (d), and (e).

e. Personal financial management services, at a minimum, must address:

(1) money management, which includes information on topics such as savings and banking, budgeting, credit management, debt management, and making prudent consumer purchases;

(2) financial management planning, which includes basic information on topics such as investing, taxes, insurance, education, wills and trusts, transition, and retirement, and information on how to evaluate and select assistance with in-depth financial planning needs; and

(3) legal affairs information and referral on topics such as estate planning, power of attorney, predatory lending, and compliance with Title 50, U.S. Code, sections 3901 through 4043 (Service members Civil Relief Act).

f. Outreach to spouses, youth, and children (or service providers serving these groups) should encourage family member participation in personal financial management services.

g. Where applicable, personal financial management services must incorporate the DoD financial readiness pillars to help Service members reach their financial goals and achieve financial freedom.

(1) Manage money.

(2) Save first and then invest.

(3) Consumer protection.

(4) Evaluate plans often.

h. Provision of personal financial management services must maximize existing DoD assets, including command-based financial readiness service providers and other DoD-sponsored financial readiness assets approved by the installation commander.

(1) When banks and credit unions operating on Navy installations and other non-governmental organizations are used to provide financial education, they must comply with the conditions set forth in references (d) through (f), volume 5, chapter 34.

(2) When services from a non-governmental organization are utilized, DoD service providers must monitor them throughout the duration of instruction.

i. At a minimum, one staff member within the installation-based fleet and family support center (FFSC) must be designated as a financial educator and counselor and trained to organize



and execute financial management services for the military community. Service providers hired, contracted, or serving part-time as the primary expert on personal finances for the installation or region must meet the requirements of subparagraph 2h of enclosure (5).

j. Command financial specialist policy is outlined in subparagraphs 6j(1) through 6j(4).

(1) At the individual command level, the four elements of the personal financial management program are under the control of a qualified command financial specialist. General duties and responsibilities of the command financial specialist are detailed in subparagraph 7k and also outlined in enclosure (6).

(2) AC and RC commands, permanent detachments, and departments having at least 25 personnel assigned must have a trained command financial specialist to coordinate the program and to assist the CO or officer in charge (OIC) in providing financial training, information, and counseling to command members. Commands must maintain a ratio of 1 command financial specialist to every 75 members assigned, including those assigned temporary duty, temporary duty under instruction, and members from other Services.

(3) Commands, permanent detachments, and departments having fewer than 25 personnel, are encouraged to have a trained command financial specialist. Alternatively, those with fewer than 25 personnel may arrange for another command to provide command financial specialist services by written agreement.

(4) Personnel assigned as a command financial specialist must meet the qualification criteria established in paragraph 1 of enclosure (6).

k. Relevant personal financial management information must be issued or published regularly in Navy internal and social media. The financial world and consumer markets are very dynamic; therefore, it is incumbent upon commands, command financial specialist, and FFSC personal financial management staff to raise awareness of personal financial management concerns and assistance available to Sailors and their families.

l. A qualified command financial specialist or FFSC financial educator and counselor must counsel Navy personnel, family members, and other DoD personnel experiencing financial difficulties or seeking information on personal financial management concerns. If the command financial specialist or financial educator and counselor cannot provide assistance, referrals must be made to other authorized agencies (e.g., Navy-Marine Corps Relief Society (NMCRS); Navy legal service office; National Foundation of Credit Counseling affiliated, non-profit Consumer Credit Counseling Services (CCCS); Navy Mutual Aid Association; or other resources detailed in enclosure (4)). Navy Mutual Aid Association must be a primary referral and educational resource where survivor benefit plans are concerned.

## 7. Responsibilities

a. Chief of Navy Information (CHINFO). In coordination with Commander, Navy Installations Command (CNIC) personal financial management program manager, review and provide personal financial management information for frequent inclusion in Navy internal and social media.

b. Deputy Chief of Naval Operations (Manpower, Personnel, Training and Education) (CNO (N1))

(1) Office of the Chief of Naval Operations (OPNAV) 21st Century Sailor Office (N17), as program sponsor, must establish Navy personal financial management program policy.

(2) Total Sailor Fitness Branch (OPNAV (N170)) must:

(a) maintain policy and monitor program performance;

(b) provide policy interpretation;

(c) serve as Navy's liaison with Assistant Secretary of the Navy (Manpower and Reserve Affairs), DoD, and other cognizant agencies on Navy personal financial management policy matters; and

(d) establish all personal financial management training requirements.

c. CNIC (as program manager)

(1) Implement and coordinate the Navy personal financial management program.

(2) Coordinate and manage implementation of the personal financial management training program as determined by OPNAV (N170), which includes coordinating, developing, and managing training programs, curricula, and materials along with Navy Education and Training Command (NETC), and Naval Service Training Command (NSTC).

(3) Provide subject matter expertise to NETC and NSTC for the development, validation, and piloting of NETC-provided training and education, to include the development of learning objectives and scenarios for instruction.

(4) Maintain program, program elements, and materials, to ensure effectiveness and currency through periodic review and update.

(5) Utilize necessary military and authorized civilian resources within the parameters established in subparagraph 6h in support of the program. Where practical, partner with United

States Marine Corps personal financial management program manager in sharing program materials, curricula, and other resources to maximize efficiency and effectiveness of the Navy personal financial management program.

(6) Provide guidance to all activities regarding implementation of program policy and plans.

(7) Provide guidance and resources necessary for FFSCs to provide support to all elements of the personal financial management program as described in references (a), (d), (e), and (g). FFSC responsibilities are delineated in enclosure (5).

(8) Ensure resources are provided to meet the certification requirements for financial educator and counselors per reference (a) by arranging or providing information to the financial educator and counselors regarding various training opportunities, which provide continuing educational units.

(9) In coordination with CHINFO, review and provide personal financial management information for frequent inclusion in Navy internal and social media.

(10) Provide command financial specialist training.

(a) Coordinate and manage command financial specialist training throughout Navy to meet fleet needs, including the provision of command financial specialist professional development, and train-the-trainer courses.

(b) Provide the command financial specialist training course with sufficient frequency and resources to accommodate Navy training needs.

d. NETC

(1) Designate a personal financial management program point of contact to liaise with OPNAV (N170) staff and CNIC Family Readiness (N91) personal financial management program manager.

(2) Provide and document personal financial management program training for all enlisted Sailors following recruit training.

(3) Provide and document personal financial management program training for all officers, as noted in enclosure (3), following accessions training.

(4) Include and maintain the command financial specialist training course in the Corporate Enterprise Training Activity Resource System (CeTARS).

(5) In concert with CNIC personal financial management program manager, develop curricula, materials, assessment instruments, and other procedures and systems necessary to implement the requirements of reference (a), enclosure 3, subparagraph 3d(2)(c)1, incorporating, at a minimum, the core subjects listed in enclosure (2) of this instruction.

(6) Ensure personal financial management training (as required by enclosure (3)) that would occur in NETC school houses is conducted.

e. Superintendent, U.S. Naval Academy (USNA)

(1) Provide personal financial management program training as detailed in enclosure (3) to all USNA midshipmen using personal financial management standardized curriculum.

(2) Designate one staff member to serve as a financial advisor and educator for the midshipmen. This individual should be an officer or civilian equivalent trained as a command financial specialist.

f. Echelon 2 Commands and Area Coordinators

(1) Ensure effective program implementation.

(2) Include the personal financial management program in immediate superior in command (ISIC) inspections to ensure program policy compliance. Baseline inspection items are provided in paragraph 8.

(3) Assess requirements for command financial specialist training in area of responsibility.

(4) Coordinate with CNIC personal financial management program manager to ensure that the command financial specialist course is provided with sufficient frequency and resources to meet fleet training and policy requirements.

(5) Echelon 2 and area coordinators with command financial specialist course training sites, listed in enclosure (6), must provide the CNIC personal financial management program manager a consolidated schedule of course training dates, quota availability, and other information in the manner required for inclusion in CeTARS and catalog of naval training courses by NETC.

g. Echelon 2 Commands and Regional Coordinators

(1) Ensure effective program implementation at commands under their cognizance.

(2) Establish priorities for quota control for command financial specialist training courses under their cognizance.

(a) Quota preference is to be given to commands that do not have a trained command financial specialist.

(b) Quota allocations must address local, out-of-area or isolated, remote, and RC commands.

(c) Course schedules and locations must be readily accessible to fleet units on demand.

h. Installation COs and OICs with an FFSC

(1) In line with references (a), (d), and (e), act as the final approving official, with concurrence from the local FFSC personal financial management staff and the staff judge advocate (SJA), for all persons and entities not referenced in enclosure (4).

(2) Provide resources for the FFSC to maintain a library or resource center of current financial information and resources (including current periodicals) to assist Service members and their families in successful personal financial readiness.

(3) Ensure computer and Internet resources are available.

(4) Provide support to host and tenant command financial specialists, especially to afloat, deployable, or Marine expeditionary unit commands.

(5) Ensure that, at a minimum, the FFSC staff includes one member who is assigned, trained, and certified per reference (a), enclosure 3, subparagraph 3d(6), and guidance provided in enclosure (5) of this instruction.

(6) Ensure records are maintained utilizing the Fleet and Family Support Management Information System (FFSMIS), or other system designated by CNIC, of personal financial management education, training, and counseling conducted.

(7) Ensure FFSC personal financial managers and financial educator and counselors maintain personal financial management counseling records to ensure confidentiality, including compliance with applicable Privacy Act provisions, in line with reference (h).

i. Commanders, COs, and OICs

(1) Encourage the use of personal financial management services by Sailors and their families.

(2) Oversee the command personal financial management program for compliance with this instruction and associated references to ensure Sailors and their families are provided the tools and resources to be financially prepared.

(3) Establish and maintain a command financial specialist program within the command. Detailed requirements are provided in enclosure (6).

(a) Designate a command financial specialist(s) in writing. Enclosure (6) provides qualifications criteria, functions, and training requirements for command financial specialists. Enclosure (7) is a sample designation letter.

(b) When more than one command financial specialist is assigned, designate one as the lead command financial specialist or as a command special assistant for personal finances. Enclosure (8) is a sample designation letter.

(c) Meet with the lead command financial specialist or command special assistant for personal finances on a recurring, but not less than a yearly basis, to discuss personal financial management issues and trends.

(d) Ensure command financial specialist or command special assistant for personal finances identification and contact information appears on the masthead of the command plan of the week or plan of the day (POD).

(e) Ensure command financial specialist is included in command indoctrination program(s) and pre- and post-deployment programs, as applicable.

(f) Ensure consultation with the command financial specialist appears on the command check-in and check-out sheets.

(4) Ensure when personnel are the subject of a bad check report or letter of indebtedness, a determination is made as to whether or not financial mismanagement by the individual is involved. In cases of financial mismanagement, individuals should receive mandatory personal financial management counseling from the command financial specialist, or local area personal financial manager, or local area financial educator and counselor.

(5) Obtain a review and recommendation from the servicing FFSC's financial educator and counselor, an opinion from the local representative of the SJA, and approval from the installation CO per references (d) and (e) prior to granting authorization for any personal financial management presentation on base offered by a commercial or other entity not specifically authorized under reference (e). Per reference (a), when services from non-governmental organizations are utilized, DoD service providers must monitor them throughout the duration of instruction given.

(6) Permit and encourage command career counselors, command ombudsman (serving as directed by reference (i)), and local NMCRS counselor(s) to attend command financial specialist training to raise their awareness of the financial issues and resources available to Sailors and their families. This does not suggest that the command career counselor, ombudsman, nor NMCRS counselor must serve as financial counselors or command financial specialists.

(7) Promote maximum utilization of a proactive lifecycle approach to personal financial management among members of the command by encouraging attendance at a Career Options and Navy Skills Evaluation Program workshop.

j. Wardroom and Chief Petty Officers Mess. Exercise proactive leadership and mentorship in personal financial management.

k. Command Financial Specialist

(1) Report directly to the command leadership (CO or executive officer) as a special assistant.

(2) Perform the command financial specialist functions listed in enclosure (6).

l. Sailors

(1) Become familiar with personal financial management program policies and objectives.

(2) Use prudent personal financial management practices in pursuit of personal excellence.

(3) Support shipmates by sharing their personal financial management knowledge.

(4) Prudently maintain their day-to-day personal financial matters.

(5) Prepare for the management of personal responsibilities prior to departing on an extended absence.

8. Command Inspection Program. The ISIC must inspect the command's personal financial management program. The minimum requirements specified in subparagraphs 8a through 8i must be reviewed.

a. Command financial specialist identified in writing in line with subparagraph 7i(3)(a), using enclosure (7).

b. Command financial specialist received appropriate training, in line with enclosure (6).

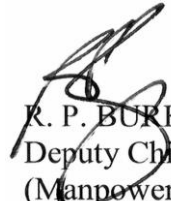


- c. Appropriate ratio of command financial specialist to crew, in line with subparagraph 6j.
  - d. When more than one command financial specialist is assigned, one command financial specialist has been designated as the lead command financial specialist or command special assistant for personal finances in line with subparagraph 7i(3)(b), using enclosure (8).
  - e. COs meet with the command financial specialist or command special assistant for personal finances at least yearly to discuss personal financial management issues at their command in line with subparagraph 7i(3)(c).
  - f. The command financial specialist or command special assistant for personal finances identification and contact information appears on the masthead of the command plan of the week or POD, in line with subparagraph 7i(3)(d).
  - g. Command financial specialist is included in command indoctrination program(s), and pre- and post-deployment programs, as applicable, in line with subparagraph 7i(3)(e).
  - h. Consultation with the command financial specialist appears on the command check-in and check-out sheets, in line with subparagraph 7i(3)(f).
  - i. In line with references (g) and (h), personal financial management counseling records are maintained to ensure confidentiality and compliance with applicable Privacy Act regulations.
9. Gambling Disorder. Gambling disorder has been identified by the medical community as an addiction similar to drug or alcohol use. Gambling disorder can also develop in conjunction with other addictions. Treating a person with gambling disorder may eliminate financial or legal issues that, combined with other addictions, could spiral out of control. Given the importance and concern with maintaining individual readiness among Service members, individuals with a suspected gambling disorder must be referred to a military treatment facility for evaluation.
10. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of January 2012.
11. Review and Effective Date. Per OPNAVINST 5215.17A, Navy 21<sup>st</sup> Century Sailor Office, Family Readiness Section (OPNAV N170C ) will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 5 years, unless revised or cancelled in the interim, and will be reissued by the 5-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

12. Forms and Information Management Control

a. NAVPERS 1070/613 Administrative Remarks is available via the Navy Personnel Command Web site at: <http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERSPages/default.aspx> or the Naval Forms Online Web site at: <https://navalforms.documentservices.dla.mil/web/public/home>.

b. FFSCs will use data collected by CNIC approved FFSMIS for production of required DoD, SECNAV, CNIC, and regional reports.



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Releasability and distribution:

This instruction is cleared for public release and is available electronically only via Department of the Navy Issuances Web site, <http://doni.documentservices.dla.mil>

## TERMS AND DEFINITIONS

1. DoD Personnel. AC, National Guard, and RC members of the sea Services; family members; and civilian employees, including non-appropriated fund employees and special Government employees of all offices, agencies, and departments carrying out a function on a Defense installation.
2. Extended Absence Financial Plan. A plan developed by a Service member prior to deployment, specifying for the period of the absence: legal power of attorney to accomplish personal and financial requirements; plan for covering financial obligations; disposition of car and auto insurance; allotments for appropriate monthly expenditures; and disposition of other financial issues that might occur during the period of absence.
3. Family Readiness System. The network of agencies, programs, services, and individuals, and the collaboration among them, which promotes the readiness and quality of life of Service members and their families.
4. Military Community. Service members, military families, military leadership, and military and civilian family readiness service providers.
5. Personal Financial Management. The process (or steps) involved in managing one's personal finances, including income, expenses, and investments for an individual or family.
6. Personal Financial Readiness. Adequately preparing for the management of personal responsibilities prior to departure on an extended absence, including: family matters and potential family contingencies, personal finances, personal property, and other personal obligations that can and do arise during one's career lifecycle. Also includes prudent day-to-day management of personal finances, including financial planning (budgeting), saving and investing (including Thrift Savings Plan and Savings Deposit Program), consumer awareness, and credit management. Considerations include career and transition planning, spouse employment, and relocation entitlements and expenses.
7. Service Members. AC, National Guard, and RC members of the Military Services, whether permanently assigned, temporary duty, or temporary duty under instruction.

CORE PERSONAL FINANCIAL MANAGEMENT TRAINING SUBJECTS

1. Military pay issues
2. Banking and financial services
3. Developing a spending plan
4. Credit management
5. Car buying strategies
6. Introduction to saving and investing
7. Consumer awareness (includes predatory lending)
8. Insurance and risk management
9. Legal issues
10. Home purchase or housing
11. Financial planning for deployment
12. Money and the move
13. Savings and investments and Thrift Savings Plan
14. The basics of retirement planning
15. Paying for college
16. Renting
17. Gambling awareness
18. How to survive the holidays financially
19. Vacation planning
20. Marriage planning

- 21. Survivor benefit planning
- 22. Raising financially fit kids

Note: Additional core educational programs can be added as necessary by OPNAV (N170) or the CNIC (N9) personal financial management program manager to keep the curriculum current.

INITIAL AND LIFECYCLE TRAINING CONTINUUM

<u>CATEGORY</u>	<u>TYPE TRAINING</u>	<u>TRAINING SOURCE/VENUE</u>	<u>LEARNING ENVIRONMENT</u>	<u>FINANCIAL LITERACY EDUCATION SUBJECTS</u>
Officer	Personal and leadership	USNA; Officer Training Command; Reserve Officer Training Corps	Instructor led	Pre-commissioning financial literacy education to be determined by the curriculum control authority incorporating the training subjects in enclosure (2) as mandated by the requirements sponsor.
	Personal	Transition assistance, pre-separation briefing, and counseling	Instructor led	Financial education for transitioners. Incorporate appropriate training as determined by Navy personal financial management program requirements sponsor and the CNIC program manager.
	Leadership	Officer leadership courses	Instructor led	Leading a command personal financial management program as determined by the Navy personal financial management program requirements sponsor and the CNIC personal financial management program manager.
Enlisted	Personal	Delayed entry program	Blended*	Leave and earnings statement; financial planning.
	Personal	Recruit Training Command	Instructor led (8.5 hours)	Leave and earnings statement; banking basics; direct deposit; Thrift Savings Plan; MyPay.
	Personal	“A” School	Blended* (16 hours)	Financial literacy education subjects listed in enclosure (2).
	Personal	Transition assistance, pre-separation briefing, and counseling	Instructor led	Financial education for transitioners. Incorporate appropriate training as determined by the Navy personal financial manager program requirements sponsor and the CNIC program manager.

<u>CATEGORY</u>	<u>TYPE TRAINING</u>	<u>TRAINING SOURCE/VENUE</u>	<u>LEARNING ENVIRONMENT</u>	<u>FINANCIAL LITERACY EDUCATION SUBJECTS</u>
	Leadership	Prospective petty officer leadership course	Instructor led	Incorporate relevant and career level appropriate financial literacy education related scenarios drawn from the subjects in enclosure (2).
	Leadership	Work center supervisor leadership course	Instructor led	Incorporate relevant and career level appropriate financial literacy education related scenarios drawn from the subjects in enclosure (2).
	Leadership	Leading petty officer leadership course	Instructor led	Incorporate relevant and career level appropriate financial literacy education related scenarios drawn from the subjects in enclosure (2).
	Leadership	Prospective chief petty officer leadership course	Instructor led	Incorporate relevant and career level appropriate financial literacy education related scenarios drawn from the subjects in enclosure (2).
	Leadership	Leading chief petty officer leadership course	Instructor led	Incorporate relevant and career level appropriate financial literacy education related scenarios drawn from the subjects in enclosure (2).



<u>CATEGORY</u>	<u>TYPE TRAINING</u>	<u>TRAINING SOURCE OR VENUE</u>	<u>LEARNING ENVIRONMENT</u>	<u>FINANCIAL LITERACY EDUCATION SUBJECTS</u>
	Leadership	Command master chief/chief of the boat leadership course	Instructor led	Incorporate relevant and career level appropriate financial literacy education related scenarios drawn from the subjects in enclosure (2).
All (available additional training)	Personal	Command financial specialist; FFSC	Instructor led	Various
	Personal	Annual military training	Instructor led	As determined by the local command using training materials from the standardized command financial specialist financial management curriculum.
	Personal	Navy's career options and Navy skills evaluation program – first term	Instructor led (8 hours) (FFSC)	Per Navy's career options and Navy skills evaluation program curriculum.
	Personal	Navy's career options and Navy skills evaluation program – mid-career	Instructor led (8 hours) (FFSC)	Per Navy's career options and Navy skills evaluation program curriculum.
	Personal	My Navy Portal	Web	Various

\*Blended learning environment may be any combination of instructor led classes or self-paced learning accomplished via distance learning or computer-based training that includes appropriate assessments of learning where applicable.

DOD FINANCIAL EDUCATION PARTNER LIST

1. Air Force Aid Society
2. American Red Cross
3. Army Emergency Relief Society
4. Association of Military Banks of America
5. Better Business Bureau
6. CCCS
7. Consumer Federation of America
8. Consumer Finance Protection Bureau
9. Defense Credit Union Council
10. Department of Labor
11. Department of the Treasury
12. Employee Benefits Research Institute
13. American Savings Education Council
14. Federal Citizen Information Center
15. Federal Deposit Insurance Corporation
16. Federal Reserve Board
17. Federal Trade Commission
18. Financial Industry Regulatory Authority
19. Freddie Mac
20. In-Charge Institute of America

21. Internal Revenue Service
22. Jumpstart Coalition
23. National Association of Securities Dealers Investor Education Foundation
24. National Endowment for Financial Education
25. National Foundation for Credit Counseling
26. National Military Family Association
27. NMCRS
28. Navy Exchange, Marine Corps Exchange, and Army and Air Force Exchange Service
29. North American Securities Administrators Association
30. Securities and Exchange Commission
31. Small Business Administration
32. Social Security Administration
33. TRICARE
34. United Services Automobile Association (USAA) Education Foundation
35. U.S. Department of Agriculture, Cooperative State Research Education and Extension Service

FLEET AND FAMILY SUPPORT CENTER AND REGIONAL PERSONAL FINANCIAL  
MANAGEMENT PROGRAM RESPONSIBILITIES

1. Mission. The Navy personal financial management program exists to provide financial education, counseling, information, and referral to Navy personnel and commands in order to increase personal, family, and operational readiness. Although the personal financial management program has a counseling mission, its primary focus is on prevention of financial difficulties and mismanagement through education of Sailors and their eligible dependents. FFSCs provide support to all elements of the personal financial management program.

2. FFSC Responsibilities

a. Support local commands and area command financial specialists by serving as the primary resource and subject matter expert in tailoring personal financial management information, materials, and education programs to the local area.

b. Provide financial education and training, information, and referral assistance to military personnel and their family members.

c. Provide financial counseling to Sailors and other DoD personnel, as defined in reference (g), paragraph 5, when assigned aboard a Navy installation.

d. Establish programs to encourage spouses to participate in the personal financial management program.

e. Maintain records (utilizing FFSMIS or other system designated by CNIC) of personal financial management education, training, and counseling and ensure privacy and confidentiality of all records and information regarding personal financial management counseling conducted, in line with references (g) and (h).

f. Maintain ongoing liaison with financial institutions located on base to encourage military and family member awareness and use of its personal financial management counseling and information services as detailed in reference (f), volume 5, chapter 34.

g. Foster and establish working relationships with the local representatives of the DoD partners listed in enclosure (4).

h. Ensure individuals are assigned to provide personal financial management services listed in subparagraphs 2h(1) through 2h(6) at FFSCs.

(1) Obtain Accredited Financial Counselor (AFC) certification within 2 years of their assignment.

(2) Attend command financial specialist train-the-trainer at either of the two CNIC-designated trainings sites: FFSC San Diego, CA, or FFSC Norfolk, VA; or receive equivalent training through a CNIC approved entity.

(3) Successfully complete command financial specialist class via a CNIC approved FFSC regional training site listed in paragraph 4 of enclosure (6).

(4) Possess a baccalaureate degree from an accredited college or a combination of education and experience, which equips individuals to serve as a financial educator and counselor.

(5) Receive continuing education on personal financial management on an annual basis and maintain professional AFC certification, once acquired.

(6) Read and understand references indicated within this instruction.

i. Hold an area-wide personal financial management awareness forum or meeting at least quarterly, in line with reference (j), to discuss personal financial management issues. At a minimum, the personnel listed in this subparagraph must be invited: senior enlisted advisors, command financial specialists, and command career counselors or career planners. Meeting reports (minutes) must be provided to the cognizant CO.

j. Conduct, at least semi-annually, in line with reference (j), an informational seminar for area command leaders that provides an introduction and overview of personal financial management program services, assistance, and initiatives.

k. Report to the CNIC personal financial management program manager on a quarterly basis via the regional work and family life coordinator. Reporting criteria and format must contain, at a minimum, the type and number of personal financial management related classes, workshops, and seminars held; number of participants in each; command financial specialist training sessions and student loads; number of personnel receiving individualized counseling or assistance; and reason(s) individual counseled.

l. Function with NMCRS as agreed in memorandum of agreement between NMCRS and Department of the Navy of 5 February 2001 (NOTAL).

m. Assist Service members with the development of the financial portions of the family care plan described in reference (k).

n. Ensure only command financial specialist and personal financial management course materials approved by CNIC personal financial management program manager and NETC referred to in this instruction are used in all training and counseling activities.

o. Provide command financial specialist training.

(1) Make the command financial specialist training course available with sufficient periodicity and locations to meet demands and optimally offer 25 to 30 student quotas per class. Command financial specialist training locations must serve as quota control for command financial specialist training.

(2) Use CNIC standardized command financial specialist instructor guide and command financial specialist training manual.

(3) When training command financial specialists by any method, at a minimum, provide two on-site individuals (one instructor must be from the FFSC personal financial management staff and others may be a command financial specialist or other qualified Navy civilian employee or contractor) capable and trained as instructors of the command financial specialist course. An additional person capable of acting as an alternate instructor should also be available.

(4) Ensure data from command financial specialist training is entered into the CeTARS.

(5) Maintain records (for at least 2 years) of name, rate or rank, member's assigned command, and unit identification code of all trainees who successfully complete the command financial specialist course.

(6) Provide documentation (course completion certificate) to the trainee's command.

(7) Submit annually, by 30 June, a schedule of command financial specialist classes for the upcoming fiscal year to the CNIC personal financial management program manager and NETC via the echelon 2 commander or area coordinator.

COMMAND FINANCIAL SPECIALIST  
QUALIFICATIONS, FUNCTIONS, AND TRAINING SITES

1. Qualifications of the Command Financial Specialist. The command financial specialist must function as the command's principal advisor on policies and matters related to personal financial management. The qualifications listed in subparagraphs 1a through 1f apply.

a. Pay Grade

(1) Be in pay grade E-6 and above (including officers). An E-5 with a minimum of 6 years of service may be appointed as a command financial specialist. Medium and large commands are strongly encouraged to have an officer(s) serve as the command financial specialist to lead their program.

(2) Utilization of E-4s due to the lack of requisite senior petty officers is not authorized. Waivers will not be granted.

(3) Commands wishing to appoint an E-5 with less than 6 years of service must submit a waiver request and receive approval. This waiver request must be routed from the CO to the CNIC personal financial management program manager, via the regional personal financial management coordinator, for final approval. Waiver requests must contain, at a minimum, the information contained in subparagraphs 1a(3)(a) and 1a(3)(b).

(a) Command paygrade demographics (e.g., indicating the absence of senior personnel meeting established criteria).

(b) Certification of the designated Service member's qualifications.

b. Motivation. Highly motivated and financially stable (must meet the financial overseas screening standards found in subparagraph 2i). For assistance with the command financial specialist screening process, COs may refer to the FFSC financial educator and counselor staff for guidance. Screening must be completed prior to training.

c. Training. Successfully complete the authorized command financial specialist training course provided by an FFSC.

d. Service Time. Have at least 1 year remaining in the command at time of command financial specialist course completion.

e. Continuing Education. Participate in continuing education (i.e., periodic command financial specialist forums).



f. Refresher Training. Successfully complete command financial specialist refresher training every 3 years, at a minimum.

2. Functions of the Command Financial Specialist. At the completion of formal training, the command financial specialist must be able to perform the functions in subparagraphs 2a through 2m.

a. Assist the command in establishing, organizing, and administering the command personal financial management program.

b. Disseminate financial management information within the command through GMTs, POD or plan of the week notes, newsletters, e-mails, and social media, etc.

c. Maintain current personal financial management resource books, directories, references, and training materials for use in GMT, divisional training, and counseling. In addition, command financial specialists must maintain close liaison with the FFSC personal financial management staff, where possible.

d. Present personal financial management training as part of the command GMT program, per reference (c), and provide divisional, departmental, and branch personal financial management training as required, per enclosure (3).

e. Provide basic personal financial management education, counseling, financial information, and referral to individual members of the command, upon request. When appropriate, refer to servicing FFSC financial educator and counselor.

f. Maintain individual records of counseling conducted and counseling referrals. In line with reference (h), those records must be maintained to ensure confidentiality and compliance with the Privacy Act.

g. Refer members with serious financial problems to the appropriate resource or agency capable of providing necessary assistance and counseling, such as FFSC personal financial management staff, NMCRS, non-profit CCCS, and Defense Federal credit unions and banks located on military installations in line with references (a), (b), (e), and (f), volume 5, chapter 34. Ensure the individual is seen and counseled. Follow-up on referrals by maintaining contact with the individual and the resource and counseling agency to monitor progress.

h. Assist members with the development of their extended absence financial plan in line with reference (a).

i. Perform financial screenings, as needed, for members of the command. In the absence of a command financial specialist, or in a complicated case, the FFSC personal financial management staff can perform the screenings. For overseas duty screening, the guidance in subparagraphs 2i(1) through 2i(3) applies.

(1) In line with reference (b), section 1300-302, members must be screened for financial stability.

(a) E-1 to E-4. A debt-to-income ratio must be performed to ensure the economy in the host nation of proposed overseas activity does not pose an undue hardship on the Service member's financial circumstances. If the debt-to-income ratio is 30 percent or greater, then the member is unsuitable for overseas assignment. If the spouse will be accompanying the Service member, the spouse's current income cannot be used in determining future debt-to-income unless the spouse can provide proof of employment in the overseas location.

(b) E-5 and Above. Serious financial problems or indebtedness which have not been reconciled (i.e., bankruptcy, outstanding or unresolved letters of indebtedness, or outstanding returned checks for insufficient funds) or a documented history of indebtedness over a period of the last 3 years, may be considered disqualifying.

(c) Documentation. Such screening must be documented by a NAVPERS 1070/613 Administrative Remarks, entry in the member's service record.

(2) The command financial specialist must ensure the member completes a financial planning worksheet. The financial planning worksheet is available via the CNIC personal finances Web page at:  
[https://www.cnic.navy.mil/ffr/family\\_readiness/fleet\\_and\\_family\\_support\\_program/personal\\_finances.html](https://www.cnic.navy.mil/ffr/family_readiness/fleet_and_family_support_program/personal_finances.html).

(3) The command financial specialist must counsel the member on the projected living expenses at the overseas location and on the need for the member to fully understand his or her expenses, entitlements, and pay and allowance changes related to the OCONUS permanent change of station move.

j. Submit a quarterly report to the unit CO on all personal financial management activities and command financial issues and trends.

k. Schedule meetings with command leadership required by subparagraph 7i(3)(c) of this instruction to ensure that personal financial management issues and trends are communicated.

l. Ensure documentation of command financial specialist provided training or any other personal financial management course completed.

m. Upon transfer:

- (1) provide a thorough pass down to command financial specialist relief; and
- (2) notify receiving command of command financial specialist qualification.

3. Command Financial Specialist E-4 Program. Sailors in pay grade E-4 may become assistants to the command financial specialist and be trained to assist FFSC personal financial management counselors with outreach and training. The command financial specialist E-4 should augment financially oriented classes for junior Sailors (E-1 to E-4) to share real-life, real-time experiences. They must be supervised by a command financial specialist and may NOT be appointed or serve as command financial specialist. Criteria for selection is outlined in subparagraphs 3a through 3i.

- a. Be a volunteer.
- b. Be command endorsed.
- c. Have no record of non-judicial punishment or poor performance counseling.
- d. Pass physical fitness assessment.
- e. Have successful interview by FFSC personal financial management counselor.
- f. Be goal-oriented and motivated with excellent oral and presentation skills.
- g. Have a record of financial stability as indicated by completion of a financial planning worksheet, with a debt-to-income ratio that does not exceed 30 percent, and no record of letter of indebtedness or non-sufficient funds.
- h. Be ranked a top performer by command on standard Navy evaluation form (4.0 or above in all categories).
- i. Complete training as directed using curriculum provided by CNIC personal financial management program manager.

4. CNIC Designated Regional Locations with Command Financial Specialist Training Sites

- a. Navy Region Naval District Washington.
- b. Navy Region Mid-Atlantic.

- c. Navy Region Southeast.
- d. Navy Region Northwest.
- e. Navy Region Southwest.
- f. Navy Region Guam.
- g. Navy Region Hawaii.
- h. Navy Region Japan.
- i. Navy Region Europe, Africa, and Southwest Asia.

SAMPLE COMMAND FINANCIAL SPECIALIST LETTER OF DESIGNATION  
FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE

1740  
Date

From: Commanding Officer/Officer in Charge  
To: Rate/Rank, Name

Subj: DESIGNATION AS COMMAND FINANCIAL SPECIALIST

Ref: (a) OPNAVINST 1740.5D

1. Per reference (a), you are hereby designated as (command name) command financial specialist. You must familiarize yourself with the policies and procedures of reference (a) and other applicable personal financial management program elements in the performance of your duties.

2. In your capacity as command financial specialist, you will report directly to the commanding officer or officer in charge or his or her representative (e.g., command special assistant for personal finances). Complete the information requested below and forward as indicated. This designation remains in effect until rescinded in writing or 3 years after command financial specialist course completion (unless refresher training is completed and documented), whichever occurs first.

Signature

Name/Rate:

Date of designation:

Date completed command financial specialist course:

Global e-mail address:

DSN phone number:

Location of servicing fleet and family support center (FFSC):

I accept the designation of (command name) command financial specialist.

Member Signature

Copy to:  
Servicing FFSC  
Service Record

Enclosure (7)

SAMPLE COMMAND SPECIAL ASSISTANT FOR PERSONAL FINANCES  
LETTER OF DESIGNATION  
FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE

1740  
Date

From: Commanding Officer/Officer in Charge

To: Rate/Rank, Name

Subj: DESIGNATION AS COMMAND SPECIAL ASSISTANT FOR PERSONAL  
FINANCES

Ref: (a) OPNAVINST 1740.5D

1. Per reference (a), you are designated as (command name) command special assistant for personal finances. You must familiarize yourself with the policies and procedures of reference (a) and other applicable personal financial management program elements in the performance of your duties.

2. In your capacity as command special assistant for personal finances, you will report directly to the commanding officer or officer in charge or his or her representative. Complete the information requested below and forward as indicated. This designation remains in effect until rescinded in writing.

Signature

---

Name/Rate:

Date of designation:

Date completed command financial specialist course:

Global e-mail address:

DSN phone number:

Location of servicing fleet and family support center (FFSC):

I accept the designation of (command name) command special assistant for personal finances.

---

Member Signature

Copy to:

Servicing FFSC

Service Record



COMMAND FINANCIAL  
SPECIALIST

# Service-Specific Indebtedness Policy

## Appendix B



# MILPERSMAN 7000-020



## MILPERSMAN 7000-020

### INDEBTEDNESS AND FINANCIAL RESPONSIBILITY OF MEMBERS

Responsible Office	NAVPERSCOM (PERS-832)	Phone:	DSN	882-4427
			COM	(901) 874-4427
			FAX	882-2624

References	(a) 42 U.S.C. 659 (b) 15 U.S.C. 1601 (c) 12 CFR 226, Federal Reserve Board Regulation Z (d) DOD 7000.14R, DOD Financial Management Regulation, Volume 7A, Military Pay Policy and Procedures Active Duty and Reserve Pay (e) JAGINST 5800.7, Manual of the Judge Advocate General (JAGMAN)
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1. **Policy**. Members of the Naval Service are expected to pay their just debts and financial obligations in a proper and timely manner. The Navy is without legal authority to require a member to pay a private debt, or to deduct any part of their pay to reimburse the creditor even if the indebtedness has been reduced to judgment by a civil court, unless the member's pay is to be garnished to provide child support or alimony under reference (a).

#### 2. **Enforcement of Private Obligations**

a. The enforcement of private obligations is a matter for civil authorities. A commanding officer (CO) is without authority to adjudicate claims or to arbitrate controversies concerning debts or private obligations of naval members, or to act as an agent or collector. Members of the Naval Service are not, by virtue of their military status, relieved from continuing obligations to obey pertinent civil laws or to comply with the terms of applicable civil court orders, decrees, or judgments; however, the ***Servicemembers Civil Relief Act***, as amended, provides for certain privileges and benefits for members of the Naval Service.

b. The extent to which COs may cooperate with creditors is limited to administrative referral of correspondence to the member. The CO shall ensure the member communicates their intentions regarding the creditor. Under the ***Fair Debt***

**Collection Practices Act** (reference (b)), contact by a debt collector with third parties, such as COs, for the purpose of aiding debt collection is prohibited without prior concurrence of the debtor, or without a court order. Claims for support of family members or claims by the Federal, State, or Municipal Governments are not limited by this section.

### 3. Creditor's Obligations

a. The following requirements should be met by creditors prior to assistance in collecting debts:

(1) Creditors subject to reference (c), and assignees claiming thereunder, shall submit, with their request for debt processing assistance, an executed copy of the Certificate of Compliance and a true copy of the general and specific disclosures provided the member as required by the **Truth-in-Lending Act**. Reference (b) pertains.

(2) A creditor not subject to reference (c), such as a public utility company, shall submit a certification that no interest, finance charge, or other fee is in excess of that permitted by the law of the State from which the obligation was incurred under reference (c), section 226.3 of Regulation Z.

(3) A foreign-owned company having debt complaints shall submit with its request a true copy in English of the terms of the debt and shall certify that it has subscribed to the Standards of Fairness.

(4) Credit unions chartered to serve DOD personnel, but operating off military installations, banks and credit unions operating on military installations, and bank branches operating on military installations shall conform to the Standards of Fairness. Relative to this requirement, the **Truth-in-Lending Act** prescribes the general disclosure requirements which must be met by those offering or extending consumer credit, and reference (c) prescribes the specific disclosure requirements for open-end and installment credit transactions. In lieu of Federal requirements, State regulations apply to credit transactions when the Federal Reserve Board has determined that State regulations impose substantially similar requirements and provide adequate enforcement measures. Regulations of the Federal Reserve Board should be checked to determine whether Federal or State laws and regulations govern.

b. These requirements of certification do not extend to

(1) claims of companies furnishing services such as newspapers and similar services where credit is extended solely to facilitate the service, as distinguished from inducing the purchase of the product or service; or

(2) claims by accommodation endorsers, co-makers, or lenders against the party primarily liable on obligations not intended to benefit the accommodating party, through payment of interest or otherwise; contracts for the purchase, sale, or rental of real estate; claims in which the total unpaid amount does not exceed \$50.00; claims for support of family members (guidance found in reference (d), chapter 50 (FMR)); claims based on a revolving or open-end credit account if the account shows the periodic rate and its annual rate equivalent and the balance to which it is applied to compute the charge; or purchase money liens on real property (does not include liens on real property and related obligations such as those which represent obligations for improvement or repair).

4. **Commanding Officer's (CO's) Obligations.** The CO shall ensure members of their command are instructed in financial responsibility, suggested via the command's General Military Training (GMT) program. Disinterested third party counseling (financial counselor) should be made available by each command to assist members with their financial concerns or problems. Training should help to emphasize the following:

a. Thrift is not only a virtue, but for most people, a necessity.

b. The way in which one handles their private financial affairs provides a reliable indication of their general character and truthworthiness.

c. Prior to acceptance of any credit plan, members should evaluate their financial capabilities and set up a budget, which will preclude hopeless entrapment in overburdening and ever increasing debts.

d. Consultation with a legal assistance officer, or command financial assistant, when contemplating large purchases on credit may assist members to avoid commitments which may be difficult or impossible to carry out.

e. Be wary of the "high pressure" salesperson. Think carefully and seek advice before signing an agreement or contract. Never sign a blank contract and always multiply the number of payments by the amount to determine the total payment. Note particularly the penalty clauses.

f. Failure to pay just debts or repeatedly incurring debts beyond one's ability to pay is evidence of irresponsibility and may jeopardize their security clearance status, advancement status, duty assignment, qualification for reenlistment or extension of enlistment, retention, and in aggravated circumstances may become grounds for disciplinary and/or administrative separation action.

g. A savings may be realized by setting funds aside to provide for cash purchases.

h. Take advantage of the saving, counseling, and lending services provided by credit unions organized by and for Department of the Navy (DON) civilian and military personnel.

i. The use of the statement of Full Disclosure forms as set forth herein will be included in indoctrination and each member desiring to obtain or execute a loan will be encouraged and advised to require the creditor or lender to complete the Full Disclosure form to be signed by both parties to the transaction.

j. Members who did not seek or heed advice beforehand or who otherwise encounter difficulties in paying their debts should be encouraged to consult with a legal assistance officer per reference (e).

k. Bankruptcy is not an easy way out of indebtedness. The Navy neither encourages nor discourages the filing of a petition in bankruptcy. The circumstances prompting bankruptcy proceeding are considered carefully since they may reflect adversely on the military character of the petitioner. A discharge in bankruptcy does not give a member immunity from appropriate disciplinary or administrative action for failure to pay just debts committed prior to a petition of bankruptcy.

5. **Notice of Indebtedness.** Upon receipt of a notice of indebtedness, determine if the creditor is

a. a **debt collector** who is in violation of the **Fair Debt Collection Practices Act** or a State statute regulating debt collection practices;

b. a **nonjudgement creditor** who has complied with the Standards of Fairness, made a full disclosure of the terms of the obligation, and executed the Certificate of Compliance before consummating the loan or credit contract, and has submitted a copy of the statement of Full Disclosure and the Certificate of Compliance with the signatures of both parties and the date of its execution;

c. a **nonjudgement creditor** who has certified that the Standards of Fairness are complied with and that the unpaid balance is adjusted accordingly or needs no adjustment, including a statement of Full Disclosure reflecting compliance. This provision applies only to those cases in which the creditor has not executed a Certificate of Compliance prior to the consummation of the contract or is unable to produce it.

d. a **creditor** who has procured a judgment in a civil court of competent jurisdiction.

6. **Letters to Creditors.** In the event that a notice of indebtedness is received by a member's command, the appropriate form letter should be used.

IF...	THEN...
a debt collector is in violation of the <b>Fair Debt Collection Practices Act</b> or a State statute	return the correspondence to the sender with <b>Letter L-1.</b>
the creditor is not listed under Creditors Obligations block	send the creditor <b>Letter L-2.</b>
a creditor is not in violation of the <b>Fair Debt Collection Practices Act</b> or a State statute, and is one of the other types listed under the Creditors Obligation block	<ul style="list-style-type: none"><li>• send the correspondence to the member concerned.</li><li>• have the member respond directly to the creditor in writing, or another documented manner regarding their intentions.</li><li>• send the creditor <b>Letter L-3.</b></li></ul>
after resubmitting <b>Letter L-2</b> , the creditor still has not satisfactorily met the requirements for Full Disclosure or signed the Certificate of Compliance	send <b>Letter L-4.</b>
a creditor's letter is received via a member of Congress	respond by <b>Letter L-5.</b>
reply concerns verification of a member's employment as status of pay,	respond by <b>Letter L-6.</b>

7. Indebtedness to the Navy and Marine Corps Relief

a. The Navy and Marine Corps Relief Society (NMCRS) maintains a close affiliation with the Navy and Marine Corps. Communications from the NMCRS to the CO concerning funds advanced to a member are made only after repeated unsuccessful attempts have been made to communicate with the member. The NMCRS requests COs to have the member interviewed, to ask the member to reply to the NMCRS correspondence, and to submit a recommendation regarding member's ability to repay the funds. Answers to these letters shall be answered in terms of action and information requested, not in terms of typical indebtedness letters. These letters are not appropriate when responding to NMCRS, or letters to other COs, which are neither indebtedness complaints, nor collection letters.

b. Claims in which compliance with these requirements is questionable, or in which the total cost of the loan or credit including all finance charges, although stated, appear excessive shall be referred to the officer designated by the command as responsible for such consideration and disposition as may be appropriate; however, before deciding on the proper course of action, the command shall give the creditor an opportunity to demonstrate that the finance charges conform to law and the extent to which the finance charge and rates conform to prevailing rates and charges for similar consumer credit transactions.

c. Expeditious action is encouraged in the best interest of the Navy, and to assist member where feasible in obtaining needed credit, or preventing adverse credit information from being entered on their account(s).

8. Request for Information on Member's Pay. Requests to furnish information concerning the personal credit rating of a member of the Naval Service should be courteously refused. Inquiries will be limited to a verification that the member is in the Naval Service, and a statement of the member's duty station, duty address, and basic pay information. The command may provide the member a **Statement of Service** (see **Letter L-7**), which includes a statement of pay and allowances that has been signed and released by the command.

9. Actions in Aggravated Situations of Nonpayment

a. Should an aggravated situation due to nonpayment occur, the member should be immediately counseled on the adverse effects of such notification of nonpayment of legal debts, and the need to take prompt action to resolve the nonpayment issue.

b. If considered necessary to assist the member in managing their financial affairs, require the member to submit a **Statement of Monthly Finance (Income and Output)** (see **Letter L-8**). Submit to DON, Central Adjudication Facility (DON CAF), if appropriate, a full report of the circumstances in connection with any petition in bankruptcy, discharge in bankruptcy, or approved **Wage Earner's Plan**.



**LETTER L-1**  
**(Use proper letter format.)**

Dear Sir/Madam:

This is in reply to your letter of (date) concerning the alleged indebtedness of (grade/rate/name).

The policy of the Department of the Navy is that members of the Naval Service shall honorably discharge their just and fair debts. We have, however, no authority to enforce settlement of any private claims made against members of the Naval Service, nor is adjudication of disputed claims a matter under the cognizance of the Department of the Navy.

The Navy will forward complaints of indebtedness to members advising them to communicate directly with the creditors regarding their intention in the matter, provided the letter of indebtedness complies with statutory and regulatory requirements.

A careful review of the contents of your correspondence suggest that it is in violation of (statute (Federal or State, or both)), in that (briefly describe the apparent violation, i.e., correspondent is a member of the class of persons prohibited from contacting third parties). Therefore, the correspondence is returned to you without action.

You are advised to communicate directly with (grade/rate/name) about this matter.

Sincerely,

(Attached enclosures.)

**LETTER L-2**  
**(Use proper letter format.)**

Dear Mr./Miss/Mrs./Ms/(surname)

This is in reply to your letter of (date) concerning the alleged indebtedness of (grade/rate/name).

The policy of the Department of the Navy is that members of the Naval Service shall honorably discharge their just and fair debts. The Department of the Navy has no authority to enforce settlement of any private claims made against members in the Naval Service, nor is adjudication of disputed claims a matter under the cognizance of the Department of the Navy.

Department of Defense directives require that as a condition precedent to forwarding complaints of indebtedness to a member, the enclosed forms must be completed and the Standards of Fairness complied with. If, after review, it appears that provisions of the Department of Defense directives have been fully satisfied, the matter will be referred to the member for reply directly to you.

Sincerely,

Enclosures: (Standards of Fairness forms for a statement of Full Disclosure and a Certificate of Compliance.)

**LETTER L-3**  
**(Use proper letter format.)**

Dear (fill-in):

This is in reply to your letter of (date) concerning the alleged indebtedness of (grade/rate/name).

In view of your letter, the member has been advised to communicate directly with you regarding their intentions in this matter. I hope that this action will result in the matter being satisfactorily resolved.

Sincerely,

**LETTER L-4**  
**(Use proper letter format.)**

Dear Mr./Miss/Mrs./Ms. (surname):

This is in reply to your letter of (date) concerning the alleged indebtedness of (grade/rate/name).

After a careful review of the contents of your correspondence, it does not appear that the Full Disclosure test and the Standards of Fairness requirement have as yet been met. (Specify particulars to the extent appropriate). This command is not permitted to assist you until the Standards of Fairness have been complied with, or until such time as you have obtained a civil judgment in a court of competent jurisdiction which complies with the provisions of the ***Servicemembers Civil Relief Act***.

Sincerely,

Encl: (correspondence in this case.)

**LETTER L-5**  
**(Use proper letter format.)**

My Dear Mr. (Congressman/Congresswoman):

This is in reply to your letter of (date) concerning the alleged indebtedness of (grade/rate/name), United States Navy.

Navy personnel are well indoctrinated in the Department of the Navy's policy of expecting all members to discharge their acknowledged debts and just obligations. We desire to cooperate and be of assistance to persons who are experiencing difficulty in collecting from naval personnel. There is no legal authority to exercise control or direction over federal pay in matters of personal indebtedness. Cooperation is restricted to bringing the matter to the attention of the member concerned, and requesting they communicate directly with the creditor regarding their intentions in the matter.

Department of Defense directives require that as a condition precedent to forwarding complaints, the enclosed form must be completed and the Standards of Fairness complied with. Your constituent should be advised to send the forms to: Commanding Officer, (fill-in). I have ensured the member is advised of our learning of this issue, and have recommended member take action to resolve the issue immediately.

Sincerely,

Encl: (Standards of Fairness forms for Full  
Disclosure/Certificate of Compliance.)

**LETTER L-6**  
**(Use proper letter format.)**

Dear Sir/Madam:

This is in reply to your letter of (date) requesting certain information relative to the credit rating of (grade/rate/name), United States Navy.

(Grade/rate/name) is currently a member of the Naval Service on active duty. His/her official address is: (fill-in). Current policy of the Department of the Navy precludes furnishing further information in this regard. If more detailed data is required, we suggest it be requested directly from the member or from credit bureaus or other commercial rating agencies.

We hope that the foregoing information satisfactorily answers your inquiry.

Sincerely,

**NOTE:** When in receipt of letters from creditors desiring to contact a member about their indebtedness and the member has transferred, the command should advise the creditor of the member's new duty station address or that the member has been discharged from the Navy and the Navy is not authorized to provide creditors with member's forwarding civilian address. Home addresses are never to be released.

**LETTER L-7 (STATEMENT OF SERVICE)**

This memorandum certifies that (grade/rate/name) is currently on active duty in the United States Navy, assigned to (fill-in command and address). His/her expiration of current enlisted is (fill-in). He/she entered in the Navy on (fill-in). His/her current military pay is as follows:

BASE PAY:

SPECIAL PAY (SEA/SUB/FLIGHT/MEDICAL/PRO, ETC., PAY):

ALLOWANCE FOR QUARTERS (BAQ):

ALLOWANCE FOR MEALS (BAS):

VARIABLE HOUSING ALLOWANCE (VHA):

REQUIRED DEDUCTIONS INCLUDE:

FEDERAL INCOME TAX:

STATEMENT INCOME TAX:

FICA:

(ANY OTHER REQUIRED DEDUCTIONS - GARNISHMENTS, ETC).

I hereby authorize the above information for the purpose of (obtaining a home loan, etc).

MEMBER'S SIGNATURE

I certify that the above information is a true report of member's current pay as of the date of this memorandum.

COMMAND REPRESENTATIVE

**NOTE:** Commands are advised to keep a copy of this memorandum for one year.

**LETTER L-8**  
**(Use proper letter format.)**

From: (Grade/rate/name/component/SSN)  
To: Commanding Officer, (fill-in)

Subj: STATEMENT OF MY FINANCIAL STATUS AND CURRENT  
INDEBTEDNESS

1. PRIVACY ACT STATEMENT: Under the authority of 5 U.S.C. 301 and department regulations, information concerning my financial status and current indebtedness has been requested so my command may evaluate my financial status and current indebtedness, and counsel me in regard to them. I also understand that such information may be used in administrative discharge proceedings. The information provided by me may become a permanent part of my personal record and will not be divulged without my written authorization to anyone other than officials and employees of the Department of the Navy, and other governmental departments or agencies engaged in their official duties. I understand that disclosure of this information may hamper effective counseling by my command. Further, I understand that if I fail to disclose the requested information, any administrative determination upon which my financial status and current indebtedness may have a bearing will be made on the basis of other available information, which may support a determination adverse to me. Lastly, I understand that disclosure of my social security number is also voluntary and that there is no adverse effect on me for not disclosing it; however, I understand that disclosure of my social security number will reduce the possibility of mistaken identity.

2. My current financial status is as follows:

Current monthly income:	Average monthly expenditures:
Pay:	Shelter:
Allowances:	Food:
Bonus:	Utilities:
Other:	Clothing:
TOTAL:	Entertainment:
	Other (includes taxes):
	TOTAL:
Down payment:	Amount paid to date:
	Amount owed:



3. My current indebtedness is as follows: (make a separate listing for each creditor with the following information)

Creditor:	Nature of debt:
Date debt incurred:	Monthly payment:
Date last payment:	Original amount owed:

4. The following judgments have been rendered against me:

Court:	Nature of judgment:
Date of judgment:	Amount of judgment:
Terms of judgment:	Amount paid to date:

5. Additional remarks concerning my intention to liquidate my obligations include/are as follows (if applicable):

6. I certify that the foregoing is correct and complete to the best of my knowledge.

SIGNATURE AND DATE



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# Service-Specific Emergency Assistance Flyers

Appendix C

# FINANCIAL EDUCATION

## NAVY-MARINE CORPS RELIEF SOCIETY



The Society offers financial education to help you create and manage a monthly budget and save for future expenses.

### Financial Education:

NMCRS can help you plan for better financial stability. We understand the unique challenges of military life and are ready to listen and suggest options to help you be financially prepared for everyday bills and unexpected expenses.

### Remember to Bring:

- Military/eligible family member's DoD ID card
- Bills and other information about expenses

### Eligibility

- Active duty or retired Sailors, Marines, and their families
- Eligible family members with military ID card
- Surviving spouses
- Reservists on extended active duty of 30 days or more

### Learn More

- Visit [www.nmcrs.org/budget](http://www.nmcrs.org/budget)
- Call your local NMCRS office: [www.nmcrs.org/locations](http://www.nmcrs.org/locations)

SEPT 2019



NAVY-MARINE CORPS  
RELIEF SOCIETY®

Local Office

Phone Number

2019



# NAVY-MARINE CORPS RELIEF SOCIETY®

NMCRS  
TEAM



4,208

VOLUNTEERS



22

TRADITIONAL  
VISITING NURSES



139

ADMINISTRATIVE  
STAFF



381,666  
Volunteered  
Hours

## PROGRAMS

19,787

Home visits and  
other contacts  
with mothers and  
newborns, elderly  
retirees, widows  
and widowers



4,155

Moms and dads  
attended a  
Budget-for-Baby  
workshop



3,107

Participants received a  
gift that includes a baby  
blanket, handmade by  
a Society volunteer



## FINANCIAL ASSISTANCE

Interest-free Loans and Grants



BASIC LIVING EXPENSES (FOOD, LODGING)	\$17.6M
TRANSPORTATION (CAR REPAIRS, INSURANCE, CAR PAYMENT, RENTAL)	\$9.6M
FAMILY EMERGENCY	\$3.1M
TRANSPORTATION DUE TO FAMILY MEMBER ILLNESS	\$2.7M
HOUSEHOLD SET-UP	\$2.5M
OTHER (PAY ENTITLEMENT SHORTFALLS, PREDATORY LOAN AVOIDANCE)	\$3.1M
PERSONAL TRANSPORTATION EXPENSES (PCS, GAS, PARENTS TO BEDSIDE)	\$2.1M
FUNERAL EXPENSES	\$934,000
MEDICAL/DENTAL (NON-MILITARY MEDICAL FACILITIES)	\$581,000
EDUCATION	\$274,000

Over 47,000 clients received financial assistance

\$42.5  
MILLION

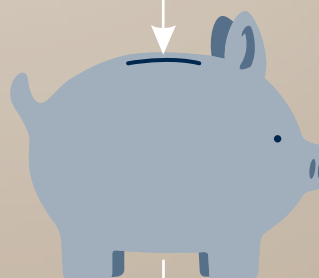
## INFLOWS

LOAN REPAYMENTS  
\$39 MILLION

CONTRIBUTIONS  
\$23 MILLION

OTHER RECEIPTS  
(THRIFT SHOPS)  
\$1.2 MILLION

\$63.2  
MILLION



\$65.2  
MILLION

## OUTFLOWS

FINANCIAL ASSISTANCE  
\$42.5 MILLION

CLIENT SERVICES  
\$18.1 MILLION

MANAGEMENT &  
GENERAL  
\$2.8 MILLION

FUNDRAISING  
\$1.8 MILLION

**NOTE:** THE DIFFERENCE BETWEEN INFLOWS AND OUTFLOWS DURING 2019 WAS COVERED BY FUNDS FROM THE SOCIETY'S INVESTMENT RESERVE AND OTHER ASSETS





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# Jordan Dough Materials

Appendix D

# **Role Play**

## **Jordan Dough Budget**





Base Pay	\$3000
BAH	\$
BAS	\$372.71

Savings	\$100
Combined Federal Campaign	\$20

Savings	\$4,000
Checking	\$2,000
Roth TSP	\$7,500
Car Value	\$12,000

Rent (Includes Utilities) (PFM can update)	\$1200
Groceries	\$300
Cell Phone	\$123
Gas for Car	\$200
Charity (allotment)	\$20
Internet	\$65
Hair	\$30
Auto Insurance	\$120
Dining Out	\$300
Renter's Insurance	\$15
Clothing	\$95
Online Streaming Services	\$45
Music Services	\$10
Amazon Prime	\$13
Coffee/Soda/Energy Drinks	\$75
Beer/Wine	\$70
Pet Food and Supplies (Cat)	\$45
Public Transportation/Lyft/Uber	\$35
Entertainment	\$100
Personal Care	\$25
Travel (averaged for trips home)	\$200
Vitamins/Supplements	\$30
Other/Miscellaneous	\$50
<b>MONTHLY TOTAL</b>	<b>3166</b>

**MONTHLY TOTAL:**

Creditor	Purpose	Balance	Monthly Payments	APR
Federal Credit Union	Auto Loan	\$14,000	\$340	3.6%
Mastercard®	Credit Card	\$3,500	\$90	15.75%
Store Card	Jewelry	\$2,750	\$120	23.99%

Account Balances	
Savings	\$7,500
Checking	\$900
Car Value (Paid Off)	\$3,500

Creditor	Purpose	Balance	Monthly Payments	APR
Credit Union	Credit Card	\$7,500	\$150	12%
Store Card	Credit Card	\$3,800	\$76	0% (for 6 months)
Federal Loan	Student Loan	\$11,000	\$112	5.9%

*This role play is a hypothetical situation. It is provided solely for the Command Financial Specialist Course.*

# Jordan Dough

## Navy LES





# Role Play: Jordan Dough

## U.S. Navy LES

DEFENSE FINANCE AND ACCOUNTING SERVICE MILITARY LEAVE AND EARNINGS STATEMENT																	
ID	NAME (Last, First, MI)			SOC SEC NO.	GRADE	PAY DATE	YRS SVC	ETS	BRANCH	ADSN/DSSN	PERIOD COVERED						
	DOUGH, JORDAN			*****XXXX	E5	XXXXXX	7	XXXXX	NAVY	XXXX	1-30 JANUARY 2020						
ENTITLEMENTS				DEDUCTIONS				ALLOTMENTS				SUMMARY					
	Type	Amount		Type	Amount		Type	Amount		+Amt Fwd 0							
A	Base Pay	3094.50		FEDERAL TAXES	316.88		ALLOTMENT SAVINGS	100.00		+Tot Ent 4904.21							
B	BAS	372.71		FICA-SOC SECURITY	191.86		COMB FED CAMPAIGN	20.00		-Tot Ded 2728.08							
C	BAH	1437.00		FICA-MEDICARE	44.87					-Tot Allt 120							
D				SGLI	25.00					=Net Amt 2056.13							
E				AFRH	0.50					-Cr Fwd .00							
F				ROTH-TSP	92.84					=EOM Pay 2056.13							
G				MID MONTH-PAY	2056.13												
H																	
I																	
J																	
K																	
L																	
M																	
N																	
O																	
TOTAL		4904.21		2728.08		120											
LEAVE	BF Bal	Ermd	Used	CR Bal	ETS Bal	Lv Lost	Lv Paid	Use/Lose	FED TAXES	Wage Period	Wage YTD	M/S	Ex	Add'l Tax	Tax YTD		
	13.0	12.5	6	19.5	79.5	.0	40.0	.0		3,094.50	3,094.50	S	0	.00	316.88		
FICA TAXES	Wage Period	Soc Wage YTD		Soc Tax YTD		Med Wages YTD		Med Tax YTD		STATE TAXES	St	Wage Period	Wage YTD	M/S	Ex	Tax YTD	
	3,094.50	3,094.50		191.86		3,094.50		44.87			FL	3,094.50	3,094.50	N	0	linked	
PAY DATA	BAQ Type	BAQ Depn	VHA Zip	Rent Amt	Share	Stat		JFTR	Depns	2D JFTR		BAS Type	Charity YTD	TPC	PACIDN		
	W/O DEP		32212	.00	1	R			0				20.00				
TRADITIONAL PLAN (TSP)	Base Pay Rate	Base Pay Current		Spec Pay Rate		Spec Pay Current		Inc Pay Rate		Inc Pay Current		Bonus Pay Rate		Bonus Pay Current			
	0	.00		0		.00		0		.00		0		.00			
ROTH PLAN	Base Pay Rate	Base Pay Current		Spec Pay Rate		Spec Pay Current		Inc Pay Rate		Inc Pay Current		Bonus Pay Rate		Bonus Pay Current			
	3	92.84		0		.00		0		.00		0		.00			
CM AGCY CONTR	AGCY-AUTO		ACG-MATCH														
	30.95		92.84														
CONTRIBUTIONS TOTALS	TSP YTD Deductions		YTD TSP Deferred		YTD TSP Exempt		YTD ROTH		YTD TSP AGCY-AUTO		YTD TSP AGCY-MATCH						
	.00		.00		.00		92.84		30.95		92.84						
REMARKS: YTD ENTITLE 4792.89 YTD DEDUCT 2545.29																	
<div> <p>Remarks: IF TSP ELECTION AMT EXCEEDS NET AMT ACCOUNT DUE, TSP WILL NOT BE DEDUCTED</p> <p>- YOUR 2019 FEDERAL AND STATE INCOME TAXES ARE DUE FOR FREE TAX ASSISTANCE AND ELECTRONIC FILING. TAKE YOUR W-2 FORM TO YOUR INSTALLATION TAX ASSISTANCE CENTER OR SUPPORTING LEGAL ASSISTANCE OFFICE DON'T DELAY-FILE TODAY GET YOUR TAX REFUND IN LESS THAN HALF THE TIME BY USING E-FILE WITH DIRECT DEPOSIT TO YOUR BANK ACCOUNT RIGHT GO TO WWW.IRS.GOV/EFILE AND WWW.FMS.TREAS.GOV/EFTWWW.MILITARYONESOURCE.COM HAS FREE FEDERAL AND STATE TAX PREPARATION AND FILING. LOG ON OR CALL 1-800-342-9647 TODAY!</p> <p>20.00 JUST GET MARRIED? HAVE A BABY? SHARE THE GOOD NEWS WITH YOUR PERSONNEL OFFICE, THEY'LL MAKE SURE YOU GET PAID RIGHT</p> </div> <div> <p>FINANCIAL READINESS CAMPAIGN, YOU'RE ENCOURAGED TO PARTICIPATE IN MILITARY SAVES MONTH</p> <p>WWW.MILITARYSAVES.ORG; START SMALL. THINK BIG.</p> <p>WITH SEA DUTY TIME 03/02/03 MEMBER'S SGLI COVERAGE AMOUNT IS \$400,000 BAH BASED ON SINGLE, ZIP 32212 DFASBANK XYZ CREDIT UNION YTD</p> <p>ALLOT - XYZ CREDIT UNION = 100.00</p> <p>ALLOT - COMB FIN CAMPAIGN = 20.00</p> </div>																	

WWW.DOD.MIL/DFAS

DFAS Form 702, Jan 02

Note: Areas blocked out with XXXX for training purposes

*\*This Pay Slip is a hypothetical situation for training purposes. It is provided solely for the Command Financial Specialist Course.\**



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# eFPW Resources

## Appendix E



# Index

- eFPW Instructions from the How-to Guide
- Financial Planning Worksheet (FPW)



# eFPW Instructions from the How-to Guide:

This excerpt from the How-to Guide is the eFPW Instructions. The entire How-to Guide can be downloaded from the following resources:

- Navy Resource page: <https://finred.usalearning.gov/NavyResource>
- PFM milSuite site: <https://www.milsuite.mil/personal-financial-management-program-wfl>
- CNIC website:  
[https://www.cnic.navy.mil/ffr/family\\_readiness/fleet\\_and\\_family\\_support\\_program/work-and-family-life/personal\\_finances/pfm-touchpoint-checklists.html](https://www.cnic.navy.mil/ffr/family_readiness/fleet_and_family_support_program/work-and-family-life/personal_finances/pfm-touchpoint-checklists.html)

## BUDGETING

---

### Creating your Spending Plan via the electronic Financial Planning Worksheet (eFPW) Excel File

A spending plan is just that — a plan — a way of spending your money on paper, on purpose, with intention. Implementing a plan will help you achieve financial goals by measuring and managing your money.

1. **Spending Your Money on Paper and on Purpose:** A spending plan is a written method of spending your money with intention.
2. **Gives Every Dollar a Name:** It is telling your money where to go instead of trying to figure out where it went.
3. **Means of Achieving Your Goals:** A spending plan is your roadmap or your blueprint for achieving your goals.

**Pro Tip:** Before you begin using the eFPW, save a master copy to your hard drive as a working copy in case formulas are deleted while providing counseling.

### Preparing a Spending Plan (Budget)

Preparing a spending plan (or budget) can be as simple or as detailed as you want. It can be done with pencil and paper or an Excel spreadsheet like the electronic Financial Planning Worksheet (eFPW). There are computer software and apps available for those who prefer to have access to their budget online or across devices.

Developing spending plan (budget) consists of four basic steps:

1. **Determine how much money you receive every month.** Net Income is defined as your gross pay after taxes. This includes federal and state taxes along with Social Security and Medicare deductions. If you receive income from another job, a business you may own, child support, or your spouse earns income, this can be included. Also include rental income you may receive if you own rental property and have a tenant paying you rent each month.

2. **Determine what you spend each month on living expenses.** Living expenses are the required and essential costs needed to maintain an adequate living environment for your household. Living expenses are typically broken down into two categories:

- a. Fixed Expenses are a set amount paid out monthly and often include rent/mortgage, insurance, internet, cell phone, streaming and gaming services.
- b. Variable Expenses are generally based on usage or necessity and can be adjusted to fit your current living situation. These include groceries, dining out/takeout, entertainment, utilities, transportation, personal care, gifts, donations, and vacations.

**HINT:** For variable expense that happen semi-annually, annually, every two years, etc., take the total amount and divide by the number of months until the next payment. For example: An auto insurance six month premium of \$650. Take the \$650 and divide it by 6, which will give you a monthly rate of \$108.33.

**Pro Tip:** If you are not sure how much you spend in a specific area, use your monthly bank and/or credit card statements to review your spending habits and bill payments.

**Pro Tip:** Make sure to pay yourself first by including a set monthly amount that will go toward your (ideally 10% or more) savings contribution for your emergency, TSP, retirement, reserve and long-term savings goals.

3. **Calculate your minimum monthly payments due.** This includes loans, credit cards, student loans, and other credit lines, for example like a car, boat, or motorcycle that you purchased on a monthly installment plan.

4. **Determine whether you have a surplus** (money left over) **or a deficit** (more money going out than coming in) **at the end of the month.** To calculate,

- a. Take your total monthly net income.
- b. Subtract your monthly savings including investments contributions, living expenses and monthly debt payments.
- c. The total will either be positive, which is your surplus, or negative, which is your deficit. If you are accounting for all of the net income your total should be zero.
- d. If you truly have a surplus, this means that money is left over at the end of the month for you to either increase your savings, goals, and investments, or to pay extra towards monthly debts.
- e. If your total is a negative amount, review your calculations for errors to ensure there are no mistakes. If the deficit is correct, it is time to review your budget to make changes to how you spend money.

**Pro Tip:** In the eFPW Financial Links Tab, there are links available to assist you in creating a sustainable financial plan

## Net Worth Tab



The Net Worth Tab provides an overall picture of your finances. Your net worth is all assets minus all liabilities, or what you own minus what you owe. This is a measure of wealth. Ideally, you should have a positive net worth, but for many people just starting out, it is not uncommon to have a negative net worth.

**Pro Tip:** Calculate your net worth should be done at least annually.

To begin, you will need your most current bank, credit card and loan statements showing your balances. Also, be sure to have your TSP and other non-retirement investment statements, mortgage balances, and the value of any real estate, vehicles and valuable personal property.

1. Populate your current retirement plan information and the percentages being contributed to the Roth and Traditional TSP plans. You will see that there are two columns, the left being the actual retirement plan numbers, and the right column is projected – which allows you to plan for income changes or consider other scenarios.

**Hint:** The columns of actual and projected are found through the entire eFPW. Use the actual for the current picture and the projected for changes.

Financial Planning Worksheet			
Retirement Plan: Legacy or BRS		Indicate Touchpoint Requirement	
Pay Grade		Projected Pay Grade	
Years in Service		Projected Years in Service	
Roth TSP %		Projected Roth TSP %	
Traditional TSP %		Projected Traditional TSP %	
Total TSP %	0%	Projected Total TSP %	0%

2. In the statement of Net Worth section, populate the assets and investments fields with your account balances. In the Real Estate section, find the value of your primary residence and any rental property owned, as well as the value of a vacation home, trailer, and time-share. In the Personal Property Section, find the value of your vehicles/motorcycle/boats – list year/make/model in the Remarks. Estimate \$1000 per room for furniture, appliances, and electronics. This prevents having to itemize and research each items value.

**Hint:** Use websites like [Realtor.com](https://www.realtor.com), [Zillow.com](https://www.zillow.com) or [Redfin.com](https://www.redfin.com) for home value estimates. Use websites like [NADA.com](https://www.nada.com), [KBB.com](https://www.kbb.com) or [Edmunds.com](https://www.edmunds.com) for vehicle value estimates.

3. Populate the liabilities you have – loans, credit cards, advance/over payments, loans against your TSP. You can use the blank areas at the bottom of this section to add additional liabilities you may have.

4. Add in the mortgage balance(s) due for your primary residence, rental property, or other real estate.

5. Use the remarks section for any notes/reminders.

6. Once the fields are populated, the assets and liabilities will be totaled, and your net worth will be revealed – in green if it is positive (more assets than liabilities) and red if it is negative (more liabilities than assets).

<b>TOTAL ASSETS</b>		<b>TOTAL LIABILITIES</b>	
		<b>NET WORTH</b>	\$ -

7. If you have been referred to a Command Financial Specialist or Financial Counselor at your Service's Family Readiness Center for financial counseling or screening, ensure the completed eFPW is signed and dated by the counselor and the counselee.

## Income Tab

1. Input Base Pay, Basic Allowance for Housing (BAH) and Basic Allowance for Subsistence (BAS) from your current end of month leave and earnings statement (LES) on the Income Tab. In the Remarks, identify the type of BAH (i.e. single, with dependents, OHA).

**Pro Tip: COAST GUARD use the area on the right of the Income Tab to enter all Payslip data.** This will auto populate (be doubled) to capture your monthly totals. If your data is not doubling, open your master eFPW and start over.

2. Input any special pays from LES or Payslip such as flight deck, sea, sub, etc. Identify any special pays in the Remarks.
3. Input any allowances from your LES or Payslip such as family separation, clothing allowance, COLA, etc. Identify any special allowances in the Remarks.

**Pro Tip: Refer to Financial Links Tab to find pays and entitlements information.**

## Taxes/FICA/AFRH

1. Include the Federal Taxes (FITW), FICA, State, and AFRH from your LES or Payslip in the actual and projected blocks provided. Input the dollar amounts in the corresponding blocks.
- Pro Tip: When calculating taxes/FICA/AFRH in the projected column, use the resources in the Financial Links Tab to help estimate the changes in taxes**
2. In the Remarks, put the actual and projected filing status.
3. Include the state identified on the LES or Payslip.
4. Other Income after taxes \*\*Add 2nd active section
5. Enter manually the second active duty after-tax income if it does not auto populate from 2nd Active Tab.

6. For each additional source of income, add up the source of weekly, bi-weekly or semi-monthly income. Input the monthly net income amount into the corresponding blocks, according to its income source.

### **Deductions:**

1. Enter all allotments listed on the LES or Payslip in the Allotment Section. Identify all allotments in the Remarks. If you enter any allotments into the Deductions Section, be sure to account for those allotments somewhere else on the worksheet under Expenses Tab.

**Hint:** \$1,900 allotment for housing should be entered as mortgage/rent/PPV under Expenses Tab and a \$50 allotment for Aid Society Loan should be entered on the Indebtedness Tab.

				Coast Guard Payslip	
Deductions	Monthly	Projected	Remarks	Monthly	Projected
ALLOTMENT (Remember To Record This Data In Other Sections)	\$ -	\$ -			
ALLOTMENT (Remember To Record This Data In Other Sections)	\$ -	\$ -			
ALLOTMENT (Remember To Record This Data In Other Sections)	\$ -	\$ -			
ALLOTMENT (Remember To Record This Data In Other Sections)	\$ -	\$ -			
ALLOTMENT (Remember To Record This Data In Other Sections)	\$ -	\$ -			
ALLOTMENT (Remember To Record This Data In Other Sections)	\$ -	\$ -			
Meal Deduction	\$ -	\$ -			
Service Members Group Life Insurance (SGLI)	\$ -	\$ -			
Traumatic SGLI (TSGLI)	\$ -	\$ -			
Family SGLI (FSGLI) Spouse and Child Coverage	\$ -	\$ -			
TSP (Roth)	\$ -	\$ -			
TSP (Traditional)	\$ -	\$ -			
Montgomery GI Bill (MGIB)	\$ -	\$ -			
Tricare Dental Plan (TDP) Family Coverage	\$ -	\$ -			
Federal Vision Insurance Plan (FedVIP) Family Coverage	\$ -	\$ -			
Advance Payments	\$ -	\$ -			
Overpayments	\$ -	\$ -			
Survivor Benefit Plan (SBP)	\$ -	\$ -			
2nd Active Duty Total Deductions	\$ -	\$ -			
<b>TOTAL DEDUCTIONS</b>					

2. Enter the meal deduction dollar amount. This should auto-populate to the Expenses Tab. If not, you will need to manually enter.

3. For the remainder of the deductions, input them on the lines provided from your LES or Payslip. In the Remarks, add the coverage and end dates where appropriate.

4. Manually enter the 2nd active total deductions if they do not auto-populate from the 2nd Active Tab.

## **Expenses Tab**

1. On the Expenses Tab, enter your monthly savings and expenses. If you budget by making allocations from each paycheck, enter the budget amount in the 1st and/or 15th columns. Otherwise, enter the total in either the 1st or the 15th line; this will be totaled into the monthly column. The rows with gray fields are auto populated from the Income Tab.

2. Ideally, 10% or more of your income will go toward savings and investments. Utilize the projected column to visualize the impact of increasing savings and investment amounts.



**Hint:** Row 12 shows the percentage you are setting aside.

3. Enter your living expenses. Do not forget to account for non-regular expenses like birthdays, holidays, and annual dues. Look through past bank or credit card statements to total up those expenses, divide by 12, and set aside that amount on a monthly basis so that you are prepared for the expenses when the bills arrive.

**Hint:** The blue sub-categories can be renamed to customize the fields.

**Pro Tip:** If you entered allotments in the Deductions section on the Income Tab, be sure to account for the allotment here in the Expenses Tab.

Housing	1st	15th	Monthly	Projected	Remarks
Mortgage/Rent/Public Private Venture (PPV)					
Furnishings					
Maintenance/Storage/Alarm System					
Taxes/Fees/Home Owners Association (HOA)					
Utilities	1st	15th	Monthly	Projected	Remarks
Cell Phone/House Phone					
Internet					
Cable					
Electricity/Solar					
Gas/Propane					
Water/Trash/Sewage					
Food	1st	15th	Monthly	Projected	Remarks
Groceries					
Dinners Out					
Lunches Out					
Vending Machines/Coffee					
Meal Deductions	\$ -	\$ -		\$ -	
Transportation	1st	15th	Monthly	Projected	Remarks
Gas/Fuel					
Maintenance					
Tolls/Parking					
Public Transportation					
Other (Plates/Registration/Tax)					

4. Once all the expenses have been entered, check the totals at the bottom of the page. Your living expenses ideally should be under 70% of your net income. Use the projected column to work through spending changes or to plan for an upcoming life-change.

**Hint:** Do not project more than three months out.

## Indebtedness Tab

1. Fill in the corresponding blocks to input creditor's names, type of credit, remaining balance, APR, and the minimum payment paid on the 1st and/or the 15th.

**Hint:** Check out the Financial Links Tab to find the debt elimination website that works best for you or use the imbedded My Debt Destroyer feature.

Debt Obligations											
Creditor	Type of Credit	Balance	APR (%)	Minimum Paid on 1st	Minimum Paid on 15th	Minimum Monthly Payment	Projected Monthly Payment	Estimated Monthly Payment	Credit Limit	Credit Utilization	Remarks (How Paid,
US Government	Adv. Pmt.		N/A					N/A	N/A	N/A	Pay Deduction
US Government	Over Pmt.		N/A					N/A	N/A	N/A	Pay Deduction
US Government	Govt. CC						\$ -				Pay Deduction
							\$ -				
							\$ -				
							\$ -				
							\$ -				
							\$ -				
							\$ -				
							\$ -				
							\$ -				
							\$ -				

**Pro Tip:** If you entered allotments in the Deductions section on the Income Tab, be sure to account for the allotment here in the Indebtedness Tab. Do not enter mortgage information on this page unless it is for a rental property or if you want to use the Debt Destroyer™ feature to include that debt.

2. The estimated monthly payment column is strictly an estimate to give you an idea what the payment could be, should you not have your statement on-hand. Always pay at least the minimum amount required by your creditors as indicated on your monthly statements.

**Pro Tip:** Focusing on paying down one debt at a time will decrease the amount of interest paid to the creditor and will decrease the time to become debt free. Utilize the Debt Destroyer Tab for guidance on considering the snowball or avalanche methods of debt repayment.

3. Enter the credit limit granted by your creditors. This will auto-populate your credit utilization, or your percentage of credit used.

**Hint:** Credit utilization above 30% will negatively influence your credit score.

4. Use the Remarks to state delinquent accounts, collection accounts, disputed accounts, etc.

### **Cash Flow Summary:**

1. This section provides a snapshot of your financial situation, including your debt-to-income ratio and whether there is a surplus or deficit.

Cash Flow Summary	1st	15th	Monthly	Projected
Total Net Income	\$ -	\$ -	\$ -	\$ -
Total Savings & Investments	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ -	\$ -	\$ -	\$ -
Total Indebtedness	\$ -	\$ -	\$ -	\$ -
<b>SURPLUS / DEFICIT</b>	\$ -	\$ -	\$ -	\$ -
Extra Payments (Amount Transferred Over from My Debt Destroyer)				
<b>SURPLUS / DEFICIT (After Extra Payments) (20%)</b>	\$ -	\$ -	\$ -	\$ -

2. If there is a deficit, verify your calculations. If there is still a deficit, consider three ways things to improve your financial situation. Increase your income, decrease your living expenses, or decrease your debts. Show changes in the projected column.

### Debt-to-Income Ratio:

1. Take your monthly Net Income and divide it by 70%, 20%, and 10% as follows:
  - A. 70% - Total monthly living expenses (includes mortgage or rent)
  - B. 20% - Total debt obligations
  - C. 10% - Applied toward savings goals

Debt to Income Ratio (70-20-10) Rule:		
Take your monthly Net Income and divide it by 70%, 20%, and 10% as follows:		
70% - Total monthly living expenses (Includes Mortgage or Rent)		
20% - Total debt obligations. If you have no debt, then apply more toward savings goals.		
10% - Applied toward savings goals		

2. This quick check will help you stay on track and meet your financial goals.
3. Your debt-to-income ratio should be less than 20%.

**Hint:** If you have no debt, then apply more toward savings goals.

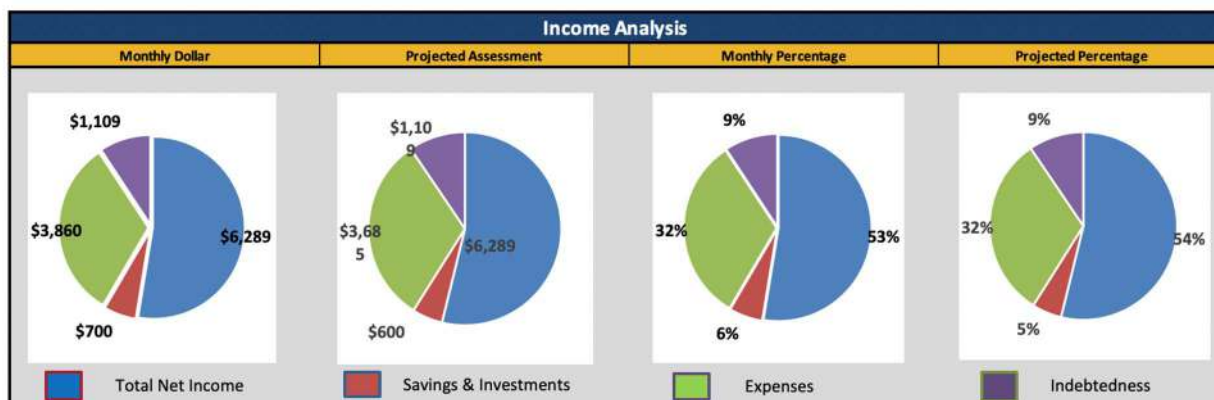
### Financial Health Assessment Tab

The Financial Health Assessment Tab of the eFPW is the wrap up, using data from the prior tabs in the Worksheet. The top section highlights key information found in each tab, creating an easy-to-read summarization breaking down of your financial picture.

Financial Summary		
	Monthly	Projected
Total Net Income	\$ -	\$ -
Savings & Investments	\$ -	\$ -
Expenses	\$ -	\$ -
Indebtedness	\$ -	\$ -
<b>Monthly Surplus or Deficit</b>	<b>\$ -</b>	<b>\$ -</b>
Roth TSP %	0%	0%
Traditional TSP %	0%	0%
Total TSP %	0%	0%
Debt to Income (70/20/10)	0%	0%

### Income Analysis

The pie charts above provide a breakdown in numerical and percentage formats of how the actual and projected net monthly income is being spent in the listed categories.



### Action Plan

The Action Plan is a list of recommendations made during the counseling session that the counselee determined they wanted to consider or implement. These are counselee driven, not counselor driven.

Action Plan	
Increase Income & Savings	
Decrease Living Expenses & Indebtedness	
Referrals & Recommended Trainings	

### SMART Goals

SMART Goals are Specific, Measurable, Attainable, Realistic, and Timely (SMART). To create a SMART financial goal, take the total amount of the financial goal and determine how much time you are

Savings Goals			
Goal	Cost	Timeline (In Months)	Monthly Savings (Needed)
Trip home	\$ 2,500.00	10	\$ 250.00
New TV	\$ 2,000.00	6	\$ 333.33
<b>TOTAL SAVINGS GOALS</b>	<b>\$ 4,500.00</b>	<b>1YEARS,4MONTHS</b>	<b>\$ 583.33</b>

giving yourself to achieve this goal. Divide the amount of your goal with the number of months until achieved. This will give you an amount to save each month to achieve the goal. For example, if you want to save \$600 for a trip next year, divide \$600 by 12 months, which equates to \$50 a month. This means you would either need to save \$50 a month or \$25 a paycheck.

### Debt Destroyer

Conveniently located in your eFPW, the Debt Destroyer is intended to help evaluate different debt repayment methods.

The Debt Obligation section will have the Creditor, Type of Credit, Balance, APR (%), and Payment information auto-populated with the information entered in the Debt Obligation section on the Indebtedness tab.

You can choose to exclude specific debts from the repayment schedules by checking the box under the “Exclude” column.

**Hint:** For example, if you have a student loan that you are currently not making payments on, and would like to exclude that debt from the repayment schedules, click on the box that corresponds with that debt.

## DEBT DESTROYER

Debt Obligation						
#	Creditor	Type	Balance	APR (%)	Payment	Exclude
1	US Government	Govt. CC	\$ 365.00	0.00%	\$ 12.00	<input type="checkbox"/>
2	ABC Credit Card	cc	\$ 4,500.00	22.00%	\$ 135.00	<input type="checkbox"/>
3	Priority Card	CC	\$ 1,500.00	14.99%	\$ 50.00	<input checked="" type="checkbox"/>
4	First Bank Loans	Loan	\$ 12,000.00	12.00%	\$ 400.00	<input type="checkbox"/>



Next, complete the Extra Payments section if you have a surplus (extra money left over) in your budget to make additional monthly or a one-time payment toward your debts.

**Hint:** Any extra payments will only be applied toward projected payments / future debts.

**Pro Tip:** If the surplus or deficit section has a negative number, go back to the Expenses Tab and make adjustments to the projected living expense amounts to create a surplus that can help with debt repayment.

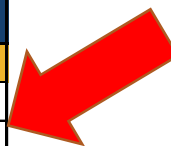
If a surplus is available in your budget and you would like all or part of those additional funds to apply to the monthly debt payments, then enter the desired amount under Extra Payment (Monthly).

If you have a one-time payment that you would like to make, enter the date in month, day, and year format (mm/dd/yyyy) and then the one-time payment amount. This will add the one-time payment into the payment schedules during that specific time frame.

**Hint:** Use money received from income tax returns, bonus payments, inheritances, legal settlements, etc. for one-time payments.

**Pro Tip:** Adding an extra monthly payment will automatically change the Projected Surplus or Deficit totals on the Debt Destroyer, Indebtedness, and the Health Assessment Tabs. Adding a one-time payment will not change the totals.

Extra Payments		
Payment Type	Date	Amount
Extra Payment (Monthly)	N/A	\$ 500.00
One-Time Payment	10/1/2020	\$ 200.00
One-Time Payment		
One-Time Payment		
One-Time Payment		



<b>Projected Surplus or Deficit</b>	<b>\$ 265.00</b>
-------------------------------------	------------------

After you have completed the Extra Payments section, review the Repayment Methods section for a detailed explanation of the Avalanche, Snowball, and Minimum Balance re-payment approaches.

**Hint:** The minimum payment method only takes into consideration monthly payments without the Debt Destroyer payoff methods applied.

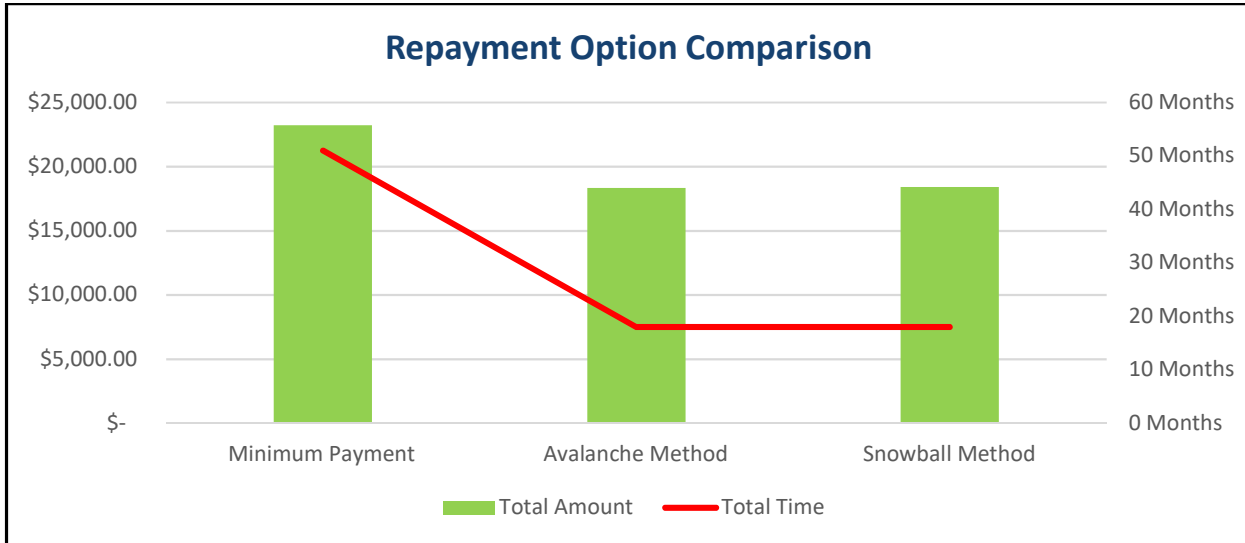
**Pro Tip:** Some clients may want to choose this method to keep additional cash in their pockets. However, a good practice is to work all present and future expenses into the budget to help develop a surplus that can be applied toward savings goals and the Debt Destroyer.

Repayment Methods
<b>Avalanche Payment Schedule</b>
Pay minimum on each, then pay all extra toward the principal balance of the debt with the highest interest rate until all are paid.
<b>Snowball Payment Schedule</b>
Pay minimum on each, then pay all extra toward the principal balance of the debt with the smallest balance until all are paid.
<b>Minimum Balance Payment Schedule</b>
Pay minimum statement payment due on the each, with no roll over payments until all are paid.

Now it is time to review the Repayment Option Comparison section. The Repayment Option Comparison provides a side-by-side comparison of the Avalanche, Snowball, and Minimum Payment methods. This comparison is intended to help you determine the total time and money that you could be saving using the different Debt Destroyer repayment methods.



Repayment Option Comparison				
Payment Method	Total Time	Total Amount	Time Saved	Amount Saved
Minimum Payment	51 Months	\$ 23,206.47	N/A	N/A
Avalanche Method	18 Months	\$ 18,330.72	33 Months	\$ 4,875.76
Snowball Method	18 Months	\$ 18,400.93	33 Months	\$ 4,805.54



Once you fully understand the repayment options, click on the corresponding tab to view Payment Schedules for each method. The Payment Schedules provide you with a detailed payment plan to “Destroy” your debt. The repayment schedule will start with the first month after the eFPW has been completed and gives you the amounts to be paid each month until all debt has been repaid.





AVALANCHE PAYMENT SCHEDULE (Scroll to the right to see more)				
#	Date	ABC Credit Card	First Bank Loans	US Government
1	Sep 2020	\$ 635.00	\$ 400.00	\$ 12.00
2	Oct 2020	\$ 835.00	\$ 400.00	\$ 12.00
3	Nov 2020	\$ 635.00	\$ 400.00	\$ 12.00
4	Dec 2020	\$ 635.00	\$ 400.00	\$ 12.00
5	Jan 2021	\$ 635.00	\$ 400.00	\$ 12.00
6	Feb 2021	\$ 635.00	\$ 400.00	\$ 12.00
7	Mar 2021	\$ 635.00	\$ 400.00	\$ 12.00
8	Apr 2021	\$ 104.02	\$ 930.98	\$ 12.00
9	May 2021		\$ 1,035.00	\$ 12.00
10	Jun 2021		\$ 1,035.00	\$ 12.00
11	Jul 2021		\$ 1,035.00	\$ 12.00
12	Aug 2021		\$ 1,035.00	\$ 12.00
13	Sep 2021		\$ 1,035.00	\$ 12.00
14	Oct 2021		\$ 1,035.00	\$ 12.00
15	Nov 2021		\$ 1,035.00	\$ 12.00
16	Dec 2021		\$ 1,035.00	\$ 12.00
17	Jan 2022		\$ 1,035.00	\$ 12.00
18	Feb 2022		\$ 170.72	\$ 161.00

To view the Summary Tables for each of the individual creditors, scroll to the far right within each tab. You should be able to view interest paid, running balance, number of payments, and payoff date for each individual debt.

Notice that once the final payments are made on the first debt, the entire payment goes to the next debt in line to be paid off. The same thing will happen for each debt remaining. This way, even if you cannot budget any additional money towards your debt, they will still be paid off faster than if you were paying the minimum payments, although an infusion of extra cash is always a nice boost to the payoff.

**Hint:** The Priority Card debt in the Debt Obligation example above that had the “Exclude” box checked does not show up in the Avalanche or Snowball Payment Schedules. It will only show on the Minimum Balance Payment Schedule.

ABC Credit Card - Summary Table					22.00%
Payment	#	Date	Amount Owed	Interest	Balance
\$ 635.00	1	Sep 2020	\$ 4,500.00	\$ 70.86	\$ 3,935.86
\$ 835.00	2	Oct 2020	\$ 3,935.86	\$ 56.85	\$ 3,157.71
\$ 635.00	3	Nov 2020	\$ 3,157.71	\$ 46.25	\$ 2,568.96
\$ 635.00	4	Dec 2020	\$ 2,568.96	\$ 35.46	\$ 1,969.41
\$ 635.00	5	Jan 2021	\$ 1,969.41	\$ 24.46	\$ 1,358.88
\$ 635.00	6	Feb 2021	\$ 1,358.88	\$ 13.27	\$ 737.15
\$ 635.00	7	Mar 2021	\$ 737.15	\$ 1.87	\$ 104.02
\$ 635.00	8	Apr 2021	\$ 104.02	\$ -	\$ -

Your commitment to repaying your debt can yield many benefits! Not only will you no longer have payment obligations, you will be able to direct the money that had previously been going toward debt repayment to achieving your next set of financial goals. When you think about how you got into debt, you can work on changing your spending habits. You will be able to add to your emergency fund so you don't have to rely on credit in a pinch. Control overspending by sticking to your budget, and plan and save for future expenses. Changes to your money habits matter, and they will be especially apparent as you see your Net Worth grow. While it may take a while, keep your eye on the prize: becoming debt-free and having the choice about how to spend your money.

## Next Steps

Congratulations! You have taken the time to deep dive into your financial health. You have likely learned more about your (or your client's) situation and gleaned information that can shape the best options for financial decision making.

This plan should be updated regularly. Are you able to keep to the numbers in the living expenses section? Do you need to make changes to make the spending plan more realistic? Did you save towards the goals you identified? Check your spending in the months ahead to see if you were able to follow this plan or if you need to make adjustments. This living, breathing document should change as your situation does. The best plans are realistic. Keep fine-tuning your plan and you will stay on top of your financial health!

## Creating your Spending Plan Worksheet via the PDF

(This version does not have a Debt Destroyer function)

A spending plan is just that — a plan — a way of spending your money on paper, on purpose, with intention. Implementing a plan will help you achieve financial goals by measuring and managing your money.

4. **Spending Your Money on Paper and on Purpose:** A spending plan is a written method of spending your money with intention.
5. **Gives Every Dollar a Name:** It is telling your money where to go instead of trying to figure out where it went.
6. **Means of Achieving Your Goals:** A spending plan is your roadmap or your blueprint for achieving your goals.

**Pro Tip:** Before you begin using the PDF, save a master copy to your hard drive before entering data.



## Financial Planning Worksheet

Retirement Plan: Legacy or BRS		Indicate Touchpoint Requirement	
Pay Grade		Projected Pay Grade	
Years in Service		Projected Years in Service	
Roth TSP %	%	Projected Roth TSP %	%
Traditional TSP %	%	Projected Traditional TSP %	%
Total TSP %	%	Projected Total TSP %	%

## Statement of Net Worth

Assets		Liabilities (Manually Enter from Indebtedness Page)	
Cash (On Hand)	\$	Auto Loans	\$
Checking Accounts	\$	Signature Loans	\$
Savings Accounts	\$	Consolidation Loans	\$
Certificates of Deposits	\$	Student Loans	\$
<b>Investments</b>		Military Star Card (AAFES)	\$
Thrift Savings Plan (Traditional) Balance	\$	Department Store Cards	\$
Thrift Savings Plan (Roth) Balance	\$	Other Credit Cards	\$
Cash Value of Life Insurance (not SGLI)	\$	NMCRS, AER, AFAS, CGMA	\$
U.S. Savings Bonds	\$	TSP Loans	\$
Mutual Funds	\$	Advance/Over Payments	\$
Money Markets	\$	Other Loans (Friends, Relatives, etc.)	\$
Stocks/Bonds (In-App Investments)	\$	Contingent Liabilities (Legal, Tax Debt, etc.)	\$
College Funds	\$		\$
401(k) / 403(b) / IRA, etc.	\$		\$
<b>Real Estate (Market Value)</b>		<b>Real Estate (Balance Due)</b>	
Primary Residence	\$	Primary Residence	\$
Rental Property	\$	Rental Property	\$
Rental Property	\$	Rental Property	\$
Other Property (Vacation, Trailer, Time Share)	\$	Other Property (Vacation, Trailer, Time Share)	\$
<b>Personal Property (Resale Value)</b>		<b>Remarks</b>	
Vehicles/Motorcycles/Boats	\$		
Furniture/Appliances/Electronics	\$		
Jewelry	\$		
Other (Collectibles, Tools, etc.)	\$		
	\$		

TOTAL ASSETS

\$

TOTAL LIABILITIES

\$

NET WORTH

Counseling Provided By:

Counselor Phone:

Counselor Email:

Counselor Signature (optional):

Date:

Counselee Signature (optional):

Date:

USCG Payslip			
Entitlements	Monthly	Projected	Remarks
* Base Pay	\$	\$	
Basic Allowance Housing (BAH) / Overseas Housing Allowance (OHA)	\$	\$	(Single/With Dependents/Partial)
Basic Allowance for Subsistence (BAS)	\$	\$	
* Special Pay	\$	\$	(Flight Pay/Dive Pay/Sea Pay/Hazardous Duty Pay/etc.)
* Special Pay	\$	\$	(Taxable CONUS Cost of Living Allowance)
* Special Pay	\$	\$	
* Special Pay	\$	\$	
Allowance	\$	\$	(Family Separation Allowance/Clothing Allowance/COLA/etc.)
Allowance	\$	\$	
Allowance	\$	\$	
Allowance	\$	\$	
<b>GROSS PAY</b>	<b>\$</b>	<b>\$</b>	

Net Military Income	Monthly	Projected	
GROSS PAY - TOTAL TAXES	\$	\$	

Total Net Income	Monthly	Projected				
NET MILITARY INCOME + TOTAL OTHER INCOME	\$	\$	1st of month	\$	15th of month	\$

1st & 15th carries over to indebtedness tab

Total Take Home Pay	Monthly	Projected	Remarks			
TOTAL NET INCOME - TOTAL DEDUCTIONS	\$	\$				
SERVICE MEMBER'S TAKE HOME PAY (From This Page)	\$	\$	1st Of Month	\$	15th Of Month	\$

MONTHLY INCOME (2nd Active Duty)

Entitlements	Actual	Projected	Remarks
* Base Pay	\$	\$	
Basic Allowance Housing (BAH) / Overseas Housing Allowance (OHA)	\$	\$	(Single/With Dependents/Partial)
Basic Allowance for Subsistence (BAS)	\$	\$	
* Special Pay	\$	\$	(Flight Pay/Dive Pay/Sea Pay/Hazardous Duty Pay/etc.)
* Special Pay	\$	\$	(Taxable CONUS Cost of Living Allowance)
* Special Pay	\$	\$	
* Special Pay	\$	\$	
Allowance	\$	\$	(Family Separation Allowance/Clothing Allowance/COLA/etc.)
Allowance	\$	\$	
Allowance	\$	\$	
Allowance	\$	\$	
GROSS PAY	\$	\$	

\* Taxable Income    Note: Pay Entitlements are taxable, Allowance Entitlements are non-taxable.

USCG Payslip
Bi-Monthly
\$
\$
\$
\$
\$
\$
\$
\$
\$
\$
\$

Federal & State Taxes	Actual	Projected	Remarks
Federal Income Tax Withholding (FITW)	<div>Filing Status: <div></div></div>	\$	\$
FICA (Social Security)		\$	\$
FICA (Medicare)		\$	\$
State Income Tax Withholding	<div>State Claimed: <div></div></div>	\$	\$
Armed Forces Retirement Home (AFRH)		\$	(Applies to Enlisted Service Members or Prior Enlisted Officers)
TOTAL TAXES	\$	\$	

USCG Payslip
Bi-Monthly
\$
\$
\$
\$
\$
\$

Net Military Income	Actual	Projected
GROSS PAY - TOTAL TAXES	\$	\$

Deductions	Actual	Projected	Remarks
ALLOTMENT (Remember To Record This Data In Other Sections)	\$	\$	(For/Ends?)
ALLOTMENT (Remember To Record This Data In Other Sections)	\$	\$	(For/Ends?)
ALLOTMENT (Remember To Record This Data In Other Sections)	\$	\$	(For/Ends?)
ALLOTMENT (Remember To Record This Data In Other Sections)	\$	\$	(For/Ends?)
ALLOTMENT (Remember To Record This Data In Other Sections)	\$	\$	(For/Ends?)
ALLOTMENT (Remember To Record This Data In Other Sections)	\$	\$	(For/Ends?)
Meal Deduction	\$	\$	
Service Members Group Life Insurance (SGLI)	\$	\$	(Coverage Level: Full/Partial)
Traumatic SGLI (TSGLI)	\$	\$	
Family SGLI (FSGLI) Spouse and Child Coverage	\$	\$	(Coverage Level: Full/Partial)
TSP (Roth)	\$	\$	(Taxable)
TSP (Traditional)	\$	\$	(Non Taxable)
Montgomery GI Bill (MGIB)	\$	\$	(Non Taxable; Ends?)
Tricare Dental Plan (TDP) Family Coverage	\$	\$	
Federal Vision Insurance Plan (FedVIP) Family Coverage	\$	\$	
Advance Payments	\$	\$	(For/Ends?)
Overpayments	\$	\$	(For/Ends?)
Survivor Benefit Plan (SBP)	\$	\$	
TOTAL DEDUCTIONS	\$	\$	

USCG Payslip
Bi-Monthly
\$
\$
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\$
\$
\$
\$
\$
\$

Total Take Home Pay	Actual	Projected		
SERVICE MEMBER'S TAKE HOME PAY (2nd Active Duty)	\$	\$	1st of Month	\$
			15th of Month	\$

# EXPENSES

Savings & Investments	1st	15th	Monthly	Projected	Remarks
Emergency Fund	\$	\$	\$	\$	
Reserve Fund	\$	\$	\$	\$	
Goal Getter	\$	\$	\$	\$	
TSP	\$	\$	\$	\$	
401(k)/403(b)	\$	\$	\$	\$	
Other Investments/IRAs	\$	\$	\$	\$	
<b>Total Savings &amp; Investments</b>	\$	\$	\$	\$	
<b>Savings &amp; Investments (~10%)</b>					

Housing	1st	15th	Monthly	Projected	Remarks
Mortgage/Rent/Public Private Venture (PPV)	\$	\$	\$	\$	
Furnishings	\$	\$	\$	\$	
Maintenance/Storage/Alarm System	\$	\$	\$	\$	
Taxes/Fees/Home Owners Association (HOA)	\$	\$	\$	\$	
Utilities	1st	15th	Monthly	Projected	Remarks
Cell Phone/House Phone	\$	\$	\$	\$	
Internet	\$	\$	\$	\$	
Cable	\$	\$	\$	\$	
Electricity/Solar	\$	\$	\$	\$	
Gas/Propane	\$	\$	\$	\$	
Water/Trash/Sewage	\$	\$	\$	\$	
Food	1st	15th	Monthly	Projected	Remarks
Groceries	\$	\$	\$	\$	
Dinners Out	\$	\$	\$	\$	
Lunches Out	\$	\$	\$	\$	
Vending Machines/Coffee	\$	\$	\$	\$	
Meal Deductions	\$	\$	\$	\$	
Transportation	1st	15th	Monthly	Projected	Remarks
Gas/Fuel	\$	\$	\$	\$	
Maintenance	\$	\$	\$	\$	
Tolls/Parking	\$	\$	\$	\$	
Public Transportation	\$	\$	\$	\$	
Other (Plates/Registration/Tax)	\$	\$	\$	\$	
Insurance	1st	15th	Monthly	Projected	Remarks
Auto	\$	\$	\$	\$	
Homeowners/Renters	\$	\$	\$	\$	
Health/Life	\$	\$	\$	\$	
SGLI/TSGLI/FSGLI	\$	\$	\$	\$	
Vision Coverage	\$	\$	\$	\$	
Tricare Dental	\$	\$	\$	\$	
SBP	\$	\$	\$	\$	
Other Insurance	\$	\$	\$	\$	
Health	1st	15th	Monthly	Projected	Remarks
Dental	\$	\$	\$	\$	
Eye Care	\$	\$	\$	\$	
Hospital/Physician	\$	\$	\$	\$	
Supplements/Prescriptions	\$	\$	\$	\$	

## EXPENSES

Child Care	1st	15th	Monthly	Projected	Remarks
Daycare/Tuition	\$	\$	\$	\$	
Diapers/Formula	\$	\$	\$	\$	
Child Support	\$	\$	\$	\$	
Allowances	\$	\$	\$	\$	
Clothing	1st	15th	Monthly	Projected	Remarks
Purchases/Basic	\$	\$	\$	\$	
Purchases/Transition	\$	\$	\$	\$	
Laundry/Dry Clean	\$	\$	\$	\$	
Education	1st	15th	Monthly	Projected	Remarks
Tuition	\$	\$	\$	\$	
Books/Supplies	\$	\$	\$	\$	
Fees	\$	\$	\$	\$	
MGIB	\$	\$	\$	\$	
Personal Care	1st	15th	Monthly	Projected	Remarks
Barber/Beauty Shop	\$	\$	\$	\$	
Fitness Center/Massage/Tattoos	\$	\$	\$	\$	
Other	\$	\$	\$	\$	
Entertainment & Leisure	1st	15th	Monthly	Projected	Remarks
Movies & Streaming	\$	\$	\$	\$	
Music (Spotify/CDs/Vinyl)	\$	\$	\$	\$	
Gaming	\$	\$	\$	\$	
Amazon Prime/Subscriptions	\$	\$	\$	\$	
Going Out/Entertaining	\$	\$	\$	\$	
Books/Magazines/Apps	\$	\$	\$	\$	
Sports/Events/Recreation	\$	\$	\$	\$	
Computer Products	\$	\$	\$	\$	
Lessons	\$	\$	\$	\$	
Toys/Games/Hobbies	\$	\$	\$	\$	
Travel	\$	\$	\$	\$	
Beer/Liquor/Wine	\$	\$	\$	\$	
Tobacco/Vaping	\$	\$	\$	\$	
Pet Care	1st	15th	Monthly	Projected	Remarks
Food/Supplies	\$	\$	\$	\$	
Vet/Boarding/Grooming	\$	\$	\$	\$	
Contributions & Charities	1st	15th	Monthly	Projected	Remarks
Charities	\$	\$	\$	\$	
Religious	\$	\$	\$	\$	
Club/Organization Dues	\$	\$	\$	\$	
Job Expenses	1st	15th	Monthly	Projected	Remarks
Reimbursed	\$	\$	\$	\$	
Non-Reimbursed	\$	\$	\$	\$	
Gifts	1st	15th	Monthly	Projected	Remarks
Holidays	\$	\$	\$	\$	
Birthdays/Anniversaries	\$	\$	\$	\$	
Miscellaneous	1st	15th	Monthly	Projected	Remarks
Money to Family	\$	\$	\$	\$	
ATM Fees, Stamps, PO Box	\$	\$	\$	\$	
Cash Withdrawals	\$	\$	\$	\$	
<b>TOTAL MONTHLY LIVING EXPENSES</b>	\$	\$	\$	\$	
<b>LIVING EXPENSES (~70%)</b>					

## INDEBTEDNESS

Debt Obligations											
Creditor	Type of Credit	Balance	APR (%)	Minimum Paid on 1st	Minimum Paid on 15th	Minimum Monthly Payment	Projected Monthly Payment	Estimated Monthly Payment	Credit Limit	Credit Utilization	Remarks (How Paid, Months Behind, etc.)
US Government	Adv. Pmt.	\$	N/A	\$	\$	\$	\$	N/A	N/A	N/A	(Pay Deduction)
US Government	Over Pmt.	\$	N/A	\$	\$	\$	\$	N/A	N/A	N/A	(Pay Deduction)
US Government	Govt. CC	\$		\$	\$	\$	\$	\$	\$		(Pay Deduction)
		\$		\$	\$	\$	\$	\$	\$		
		\$		\$	\$	\$	\$	\$	\$		
		\$		\$	\$	\$	\$	\$	\$		
		\$		\$	\$	\$	\$	\$	\$		
		\$		\$	\$	\$	\$	\$	\$		
		\$		\$	\$	\$	\$	\$	\$		
		\$		\$	\$	\$	\$	\$	\$		
		\$		\$	\$	\$	\$	\$	\$		
		\$		\$	\$	\$	\$	\$	\$		
		\$		\$	\$	\$	\$	\$	\$		
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		\$		\$	\$	\$	\$	\$	\$		
		\$		\$	\$	\$	\$	\$	\$		
		\$		\$	\$	\$	\$	\$	\$		
		\$		\$	\$	\$	\$	\$	\$		
		\$		\$	\$	\$	\$	\$	\$		
		\$		\$	\$	\$	\$	\$	\$		
		\$		\$	\$	\$	\$	\$	\$		
		\$		\$	\$	\$	\$	\$	\$		
		\$		\$	\$	\$	\$	\$	\$		
		\$		\$	\$	\$	\$	\$	\$		
		\$		\$	\$	\$	\$	\$	\$		
		\$		\$	\$	\$	\$	\$	\$		
TOTALS	N/A	\$	N/A	\$	\$	\$	\$	\$	\$		N/A

Cash Flow Summary	1st	15th	Monthly	Projected
Total Net Income	\$	\$	\$	\$
Total Savings & Investments	\$	\$	\$	\$
Total Expenses	\$	\$	\$	\$
Total Indebtedness	\$	\$	\$	\$
<b>SURPLUS / DEFICIT</b>	\$	\$	\$	\$
Extra Payments (Amount Transferred Over from My Debt Destroyer)	N/A	N/A	N/A	\$
<b>SURPLUS / DEFICIT (After Extra Payments)</b>	\$	\$	\$	\$

<b>Debt to Income Ratio (70-20-10) Rule:</b>		
Take your monthly Net Income and divide it by 70%, 20%, and 10% as follows:		
70% - Total monthly living expenses (Includes Mortgage or Rent)		
20% - Total debt obligations. If you have no debt, then apply more toward savings goals.		
10% - Applied toward savings goals		

\* Please note that "Estimated Monthly Payments" are only intended to be a guide, it is always best to check your monthly statement, payment information section for exact amounts.



Financial Summary		
	Monthly	Projected
Total Net Income	\$	\$
Savings & Investments	\$	\$
Expenses	\$	\$
Indebtedness	\$	\$
Monthly Surplus or Deficit	\$	\$
Roth TSP %		
Traditional TSP %		
Total TSP %		
Debt to Income (70/20/10)		

NET WORTH

Action Plan
Increase Income & Savings
Decrease Living Expenses & Indebtedness
Referrals & Recommended Trainings

Savings Goals			
Goal	Cost	Timeline (In Months)	Monthly Savings (Needed)
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
TOTAL SAVINGS GOALS	\$		\$

Topics	Links
<p><b>*DISCLAIMER:</b> The information provided herein does not constitute a formal endorsement of any company, its products, or services by the Department of Defense. Specifically, the appearance of external hyperlinks does not constitute endorsement by the U.S. Department of Defense of the linked websites, or the information, products, or services contained therein. The U.S. Department of Defense does not exercise any editorial control over the information you may find at these locations. This module provides information resource material to assist military personnel and their families, in identifying or exploring valuable resource and options.</p>	
<b>Net Worth</b>	
Thrift Savings Plan (TSP)	<a href="https://www.tsp.gov">https://www.tsp.gov</a>
U.S. Securities and Exchange Commission	<a href="https://www.investor.gov/">https://www.investor.gov/</a>
Financial Industry Regulatory Authority (FINRA)	<a href="https://www.finrafoundation.org">https://www.finrafoundation.org</a>
<b>Income &amp; Deductions</b>	
Defense Finance and Accounting Service (DFAS) Military Pay Tables	<a href="https://www.dfas.mil/militarymembers/payentitlements/Pay-Tables.html">https://www.dfas.mil/militarymembers/payentitlements/Pay-Tables.html</a>
U.S. Coast Guard Pay	<a href="https://www.dcms.uscg.mil/ppc/mas/rates/">https://www.dcms.uscg.mil/ppc/mas/rates/</a>
Specialty Pay	<a href="https://militarypay.defense.gov/Pay/Special-and-Incentive-Pays/Index/">https://militarypay.defense.gov/Pay/Special-and-Incentive-Pays/Index/</a>
Defense Travel (BAH, OHA, COLA, Travel)	<a href="https://www.defensetravel.dod.mil">https://www.defensetravel.dod.mil</a>
Social Security Benefits	<a href="https://www.ssa.gov/">https://www.ssa.gov/</a>
DFAS Tax Withholdings	<a href="https://www.dfas.mil/militarymembers/paydeductions/taxwithholding/">https://www.dfas.mil/militarymembers/paydeductions/taxwithholding/</a>
DFAS (Taxes)	<a href="https://www.dfas.mil/MilitaryMembers/taxinfo/taxstatements/">https://www.dfas.mil/MilitaryMembers/taxinfo/taxstatements/</a>
Internal Revenue Service (IRS)	<a href="https://www.irs.gov/pub/irs-pdf/p15t.pdf">https://www.irs.gov/pub/irs-pdf/p15t.pdf</a> (Tax Wage Bracket Withholdings) (scroll to page 41)
Internal Revenue Service (IRS) (Tax Estimator)	<a href="https://www.irs.gov/individuals/tax-withholding-estimator">https://www.irs.gov/individuals/tax-withholding-estimator</a>
Internal Revenue Service (IRS) W-4	<a href="https://www.irs.gov/pub/irs-prior/fw4--2020.pdf">https://www.irs.gov/pub/irs-prior/fw4--2020.pdf</a>
<b>Expenses</b>	
Service Member Group Life Insurance and Veteran (SGLI/VGLI)	<a href="https://www.benefits.va.gov/insurance/vgli.asp">https://www.benefits.va.gov/insurance/vgli.asp</a>
U.S. Department of Agriculture (USDA) (Food Plan Cost)	<a href="https://www.fns.usda.gov/cnpp/usda-food-plans-cost-food-reports-monthly-reports">https://www.fns.usda.gov/cnpp/usda-food-plans-cost-food-reports-monthly-reports</a>
Tricare Dental (Health and Dental Plans)	<a href="https://www.tricare.mil/Costs/DentalCosts/TDP/Premiums">https://www.tricare.mil/Costs/DentalCosts/TDP/Premiums</a>
Federal Visual Insurance Plan (FedVIP)	<a href="https://www.benefeds.com/education-support/dental-vision">https://www.benefeds.com/education-support/dental-vision</a>
Healthcare Marketplace (Transitioning Service Members)	<a href="https://www.healthcare.gov/Veterans">https://www.healthcare.gov/Veterans</a>
Healthcare Marketplace	<a href="https://www.healthcare.gov/see-plans/">https://www.healthcare.gov/see-plans/</a>
Survivor Benefit Plan (SBP) Calculator	<a href="https://www.actuary.defense.gov/Survivor-Benefit-Plans/">https://www.actuary.defense.gov/Survivor-Benefit-Plans/</a>
<b>Indebtedness</b>	
Annual Credit Report	<a href="https://www.annualcreditreport.com">https://www.annualcreditreport.com</a>
Thrift Savings Plan (TSP) Loans	<a href="https://www.tsp.gov/PlanParticipation/LoansAndWithdrawals/loans/index.html#LoanEligibility">https://www.tsp.gov/PlanParticipation/LoansAndWithdrawals/loans/index.html#LoanEligibility</a>
Power Pay	<a href="https://www.powerpay.org/">https://www.powerpay.org/</a>
National Foundation for Consumer Credit	<a href="https://www.nfcc.org/">https://www.nfcc.org/</a>
Debt Management	<a href="https://www.incharge.org">https://www.incharge.org</a>
Debt Destroyer (Debt Elimination Calculator)	<a href="https://www.personalfinanceformilitarylife.org/materials/stream-lined-snowball-debt-elimination-calculator/">https://www.personalfinanceformilitarylife.org/materials/stream-lined-snowball-debt-elimination-calculator/</a>
<b>Financial Health Assessment</b>	
Annual Credit Report	<a href="https://www.annualcreditreport.com">https://www.annualcreditreport.com</a>
Regular Military Compensation Calculator (RMC)	<a href="https://www.militarypay.defense.gov/Calculators/RMC-Calculator/">https://www.militarypay.defense.gov/Calculators/RMC-Calculator/</a>
Massachusetts Institute of Technology (Living Wage Calculator)	<a href="https://www.livingwage.mit.edu/">https://www.livingwage.mit.edu/</a>
Federal Deposit Insurance Corporation (FDIC) Money Smart	<a href="https://www.fdic.gov/consumers/consumer/moneysmart/index.html">https://www.fdic.gov/consumers/consumer/moneysmart/index.html</a>
Department of Defense Office of Financial Readiness	<a href="https://www.finned.usalearning.gov">https://www.finned.usalearning.gov</a>
<b>Consumer Awareness</b>	
Consumer Finance Protection Bureau (CFPB)	<a href="https://www.consumerfinance.gov/servicemembers/">https://www.consumerfinance.gov/servicemembers/</a>
Federal Trade Commission (FTC)	<a href="https://www.ftc.gov">https://www.ftc.gov</a>
Identity Theft	<a href="https://www.identitytheft.gov">https://www.identitytheft.gov</a>
Navy-Marine Corps Relief Society (NMCRS)	<a href="https://www.nmcrs.org/">https://www.nmcrs.org/</a>
Air Force Aid Society (AFAS)	<a href="https://www.afas.org/">https://www.afas.org/</a>
CG SUPRT	<a href="https://www.cgsuprt.com">https://www.cgsuprt.com</a>
Coast Guard Mutual Assistance (CGMA)	<a href="https://cgmahq.org">https://cgmahq.org</a>
American Red Cross	<a href="https://www.redcross.org">https://www.redcross.org</a>
<b>Other</b>	



**CFS**

COMMAND FINANCIAL  
SPECIALIST

# Morgan Wayne Materials

## Appendix F

# Case Study 1



# Role Play: Morgan Wayne

## Case Study 1-TSP Navy LES

DEFENSE FINANCE AND ACCOUNTING SERVICE MILITARY LEAVE AND EARNINGS STATEMENT																	
ID	NAME (Last, First, MI)		SOC SEC NO.		GRADE	PAY DATE		YRS SVC	ETS	BRANCH		ADSN/DSSN	PERIOD COVERED				
	WAYNE, MORGAN		*****XXXX		E3	XXXXXX		1	XXXXX	NAVY		XXXX	1-30 JANUARY 2020				
ENTITLEMENTS			DEDUCTIONS			ALLOTMENTS			SUMMARY								
	Type	Amount	Type	Amount	Type	Amount											
A	Base Pay	2042.70	FEDERAL TAXES	183.31	ALLOTMENT SAVINGS	300.00	+Amt Fwd 0										
B	BAS	372.71	FICA-SOC SECURITY	126.65	COMB FED CAMPAIGN	20.00	+Tot Ent 4014.41										
C	BAH	1599.00	FICA-MEDICARE	29.62	TRICARE DENTAL	11.60	-Tot Ded 2056.84										
D			SGLI	25.00			-Tot Allt 331.6										
E			FSGLI	4.50			=Net Amt 1625.97										
F			AFRH	0.50			-Cr Fwd .00										
G			TRAD TSP	61.28			=EOM Pay 1625.97										
H			MID MONTH-PAY	1625.98													
I																	
J																	
K																	
L																	
M																	
N																	
O																	
TOTAL		4014.41	2056.84		331.6												
LEAVE	BF Bal	Ermd	Used	CR Bal	ETS Bal	Lv Lost	Lv Paid	Use/Lose	FED TAXES	Wage Period	Wage YTD	M/S	Ex	Add'l Tax	Tax YTD		
	13.0	2.5	6	9.5	79.5	.0	40.0	.0		1981.42	1981.42	S	0	.00	183.31		
FICA TAXES	Wage Period	Soc Wage YTD	Soc Tax YTD	Med Wages YTD	Med Tax YTD	STATE TAXES	St FL	Wage Period	Wage YTD	M/S	Ex	Tax YTD					
	2042.70	2042.70	126.65	2042.70	29.62			1981.42	1981.42	N	0	.00					
PAY DATA	BAQ Type	BAQ Depn	VHA Zip	Rent Amt	Share	Stat	JFTR	Depns	2D JFTR	BAS Type	Charity YTD	TPC	PACIDN				
	W/DEP		23511	.00	1	R		1			20.00						
TRADITIONAL PLAN (TSP)	Base Pay Rate	Base Pay Current	Spec Pay Rate	Spec Pay Current	Inc Pay Rate	Inc Pay Current	Bonus Pay Rate	Bonus Pay Current									
	3	61.28	0	.00	0	.00	0	.00									
ROTH PLAN	Base Pay Rate	Base Pay Current	Spec Pay Rate	Spec Pay Current	Inc Pay Rate	Inc Pay Current	Bonus Pay Rate	Bonus Pay Current									
	0	.00	0	.00	0	.00	0	.00									
CM AGCY CONTR	AGCY-AUTO	ACG-MATCH															
	20.43	0.00															
CONTRIBUTIONS TOTALS	TSP YTD Deductions	YTD TSP Deferred	YTD TSP Exempt	YTD ROTH	YTD TSP AGCY-AUTO	YTD TSP AGCY-MATCH											
	61.28	61.28	.00	0.00	20.43	0.00											
REMARKS: YTD ENTITLE 4014.41 YTD DEDUCT 2056.84																	
<p>IF TSP ELECTION AMT EXCEEDS NET AMT DUE, TSP WILL NOT BE DEDUCTED</p> <p>- YOUR 2019 FEDERAL AND STATE INCOME TAXES ARE DUE</p> <p>FOR FREE TAX ASSISTANCE AND ELECTRONIC FILING, TAKE YOUR W-2 FORM TO YOUR INSTALLATION TAX ASSISTANCE CENTER OR SUPPORTING LEGAL ASSISTANCE OFFICE. DON'T DELAY-FILE TODAY GET YOUR TAX REFUND IN LESS THAN HALF THE TIME BY USING E-FILE WITH DIRECT DEPOSIT TO YOUR BANK ACCOUNT GO TO WWW.IRS.GOV/EFILE AND WWW.FMS.TREAS.GOV/EFT WWW.MILITARYONESOURCE.COM HAS FREE FEDERAL AND STATE TAX PREPARATION AND FILING. LOG ON OR CALL 1-800-342-9647 TODAY!</p> <p>JUST GET MARRIED? HAVE A BABY? SHARE THE GOOD NEWS WITH YOUR PERSONNEL OFFICE, THEY'LL MAKE SURE YOU GET PAID RIGHT</p> <p>FINANCIAL READINESS CAMPAIGN, YOU'RE ENCOURAGED TO PARTICIPATE IN MILITARY SAVES MONTH WWW.MILITARYSAVES.ORG, START SMALL. THINK BIG.</p> <p>SEA DUTY TIME 00/00/00</p> <p>MEMBER'S SGLI COVERAGE AMOUNT IS \$400,000</p> <p>BAH BASED ON DEPENDENTS, ZIP 23511</p> <p>BANK XYZ CREDIT UNION</p> <p>ALLOT - XYZ CREDIT UNION = 300.00</p> <p>ALLOT - COMB FIN CAMPAIGN = 20.00</p>																	

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Note: Areas blocked out with XXXX for training purposes

*\*This Payslip is a hypothetical situation for training purposes. It is provided solely for the Command Financial Specialist Course.\**

# Case Study 2





# Role Play: Morgan Wayne

## Case Study 2- Deployment Navy LES

DEFENSE FINANCE AND ACCOUNTING SERVICE MILITARY LEAVE AND EARNINGS STATEMENT																	
ID	NAME (Last, First, MI)		SOC SEC NO.		GRADE	PAY DATE		YRS SVC	ETS	BRANCH		ADSN/DSSN	PERIOD COVERED				
	WAYNE, MORGAN		*****XXXX		E4	XXXXXX		3	XXXXX	NAVY		XXXX	1-30 JANUARY 2020				
ENTITLEMENTS			DEDUCTIONS			ALLOTMENTS			SUMMARY								
	Type	Amount	Type	Amount	Type	Amount											
A	Base Pay	2507.00	FEDERAL TAXES	115.70	PPV	1599.00	+Amt Fwd 0										
B	BAS	372.71	FICA-SOC SECURITY	155.44	ALLOTMENT SAVINGS	300.00	+Tot Ent 4478.71										
C	BAH	1599.00	FICA-MEDICARE	36.35	COMB FED CAMPAIGN	20.00	-Tot Ded 1505.48										
D			SGLI	25.00	TRICARE DENTAL	11.60	-Tot Allt 1930.6										
E			FSGLI	4.50			=Net Amt 1042.63										
F			AFRH	0.50			-Cr Fwd .00										
G			ROTH TSP	125.36			=EOM Pay 1042.63										
H			MID MONTH-PAY	1042.63													
I																	
J																	
K																	
L																	
M																	
N																	
O																	
TOTAL		4478.71			1505.48			1930.6									
LEAVE	BF Bal	Ermd	Used	CR Bal	ETS Bal	Lv Lost	Lv Paid	Use/Lose	FED TAXES	Wage Period	Wage YTD	M/S	Ex	Add'l Tax	Tax YTD		
	13.0	2.5	6	9.5	79.5	.0	40.0	.0		2507.00	2507.00	M	1	.00	115.70		
FICA TAXES	Wage Period	Soc Wage YTD	Soc Tax YTD	Med Wages YTD	Med Tax YTD	STATE TAXES	St FL	Wage Period	Wage YTD	M/S	Ex	Tax YTD					
	2507.00	2507.00	155.44	2507.00	36.35			2507.00	2507.00	N	1	.00					
PAY DATA	BAQ Type	BAQ Depn	VHA Zip	Rent Amt	Share	Stat	JFTR	Depns	2D JFTR	BAS Type	Charity YTD	TPC	PACIDN				
	W/DEP		23511	.00	1	R		1			20.00						
TRADITIONAL PLAN (TSP)	Base Pay Rate	Base Pay Current	Spec Pay Rate	Spec Pay Current	Inc Pay Rate	Inc Pay Current	Bonus Pay Rate	Bonus Pay Current									
	0	0	0	.00	0	.00	0	.00									
ROTH PLAN	Base Pay Rate	Base Pay Current	Spec Pay Rate	Spec Pay Current	Inc Pay Rate	Inc Pay Current	Bonus Pay Rate	Bonus Pay Current									
	5	125.36	0	.00	0	.00	0	.00									
CM AGCY CONTR	AGCY-AUTO	ACG-MATCH															
	25.07	100.28															
CONTRIBUTIONS TOTALS	TSP YTD Deductions	YTD TSP Deferred	YTD TSP Exempt	YTD ROTH	YTD TSP AGCY-AUTO	YTD TSP AGCY-MATCH											
	125.36	.00	.00	125.36	25.07	100.28											
REMARKS:	<p>YTD ENTITLE 4478.71      YTD DEDUCT 1505.48</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>IF TSP ELECTION AMT EXCEEDS NET AMT DUE, TSP WILL NOT BE DEDUCTED</p> <p>- YOUR 2019 FEDERAL AND STATE INCOME TAXES ARE DUE FOR FREE TAX ASSISTANCE AND ELECTRONIC FILING. TAKE YOUR W-2 FORM TO YOUR INSTALLATION TAX ASSISTANCE CENTER OR SUPPORTING LEGAL ASSISTANCE OFFICE</p> <p>DON'T DELAY-FILE TODAY! GET YOUR TAX REFUND IN LESS THAN HALF THE TIME BY USING E-FILE WITH DIRECT DEPOSIT TO YOUR BANK ACCOUNT GO TO WWW.IRS.GOV/EFIL AND WWW.FMS.TREAS.GOV/EFT</p> <p>WWW.MILITARYONESOURCE.COM HAS FREE FEDERAL AND STATE TAX PREPARATION AND FILING. LOG ON OR CALL 1-800-342-9647 TODAY!</p> <p>JUST GET MARRIED? HAVE A BABY? SHARE THE GOOD NEWS WITH YOUR PERSONNEL OFFICE, THEY'LL MAKE SURE YOU GET PAID RIGHT</p> </div> <div style="width: 45%;"> <p>FINANCIAL READINESS CAMPAIGN, YOU'RE ENCOURAGED TO PARTICIPATE IN MILITARY SAVES MONTH WWW.MILITARYSAVES.ORG, START SMALL. THINK BIG.</p> <p>SEA DUTY TIME 00/00/00</p> <p>MEMBER'S SGLI COVERAGE AMOUNT IS \$400,000</p> <p>BAH BASED ON DEPENDENTS, ZIP 23511</p> <p>BANK XYZ CREDIT UNION</p> <p>ALLOT - XYZ CREDIT UNION = 300.00</p> <p>ALLOT - COMB FIN CAMPAIGN = 20.00</p> </div> </div>																

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Note: Areas blocked out with XXXX for training purposes

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# Case Study 3





# Role Play: Morgan Wayne

## Case Study 3-Welcoming Your First Child Navy LES

DEFENSE FINANCE AND ACCOUNTING SERVICE MILITARY LEAVE AND EARNINGS STATEMENT																	
ID	NAME (Last, First, MI)		SOC SEC NO.		GRADE	PAY DATE		YRS SVC	ETS	BRANCH	ADSN/DSSN	PERIOD COVERED					
	WAYNE, MORGAN		*****XXXX		E5	XXXXXX		4	XXXXX	NAVY	XXXX	1-30 JANUARY 2020					
ENTITLEMENTS				DEDUCTIONS				ALLOTMENTS				SUMMARY					
Type	Amount		Type	Amount		Type	Amount				+Amt Fwd 0						
A	Base Pay	2891.40	FEDERAL TAXES	161.14		PPV	1641.00				+Tot Ent 4975.11						
B	BAS	372.71	FICA-SOC SECURITY	179.27		ALLOTMENTS SAVINGS	300.00				-Tot Ded 1808.62						
C	BAH	1641.00	FICA-MEDICARE	41.93		COMB FED CAMPAIGN	20.00				-Tot Allt 1972.6						
D	Sea Pay	70.00	SGLI	25.00		TRICARE DENTAL	11.60				=Net Amt 1193.89						
E			FSGLI	4.50							-Cr Fwd .00						
F			AFRH	0.50							=EOM Pay 1193.89						
G			ROTH TSP	202.40													
H			MID MONTH-PAY	1193.88													
I																	
J																	
K																	
L																	
M																	
N																	
O																	
TOTAL		4975.11			1808.62			1972.6									
LEAVE	BF Bal	Ermd	Used	CR Bal	ETS Bal	Lv Lost	Lv Paid	Use/Lose	FED TAXES	Wage Period	Wage YTD	M/S	Ex	Add'l Tax	Tax YTD		
	13.0	2.5	6	9.5	79.5	.0	40.0	.0		2961.40	2,961.40	M	1	.00	161.14		
FICA TAXES	Wage Period	Soc Wage YTD		Soc Tax YTD		Med Wages YTD		Med Tax YTD	STATE TAXES	St	Wage Period	Wage YTD	M/S	Ex	Tax YTD		
	2891.40	2891.40		179.27		2891.40		41.93		FL	2961.40	2,961.40	N	1	.00		
PAY DATA	BAQ Type	BAQ Depn	VHA Zip	Rent Amt	Share	Stat		JFTR	Depns	2D JFTR		BAS Type	Charity YTD	TPC	PACIDN		
	W/DEP		23511	.00	1	R			1				20.00				
TRADITIONAL PLAN (TSP)	Base Pay Rate	Base Pay Current		Spec Pay Rate		Spec Pay Current		Inc Pay Rate	Inc Pay Current		Bonus Pay Rate		Bonus Pay Current				
	0	0		0		.00		0	.00		0		.00				
ROTH PLAN	Base Pay Rate	Base Pay Current		Spec Pay Rate		Spec Pay Current		Inc Pay Rate	Inc Pay Current		Bonus Pay Rate		Bonus Pay Current				
	7	202.40		0		.00		0	.00		0		.00				
CM AGCY CONTR	AGCY-AUTO		ACG-MATCH														
	28.91		115.66														
CONTRIBUTIONS TOTALS	TSP YTD Deductions		YTD TSP Deferred		YTD TSP Exempt		YTD ROTH		YTD TSP AGCY-AUTO		YTD TSP AGCY-MATCH						
	202.40		.00		.00		202.40		28.91		115.66						
REMARKS: YTD ENTITLE 4975.11 YTD DEDUCT 2200.79																	
<p>IF TSP ELECTION AMT EXCEEDS NET AMT DUE, TSP WILL NOT BE DEDUCTED</p> <p>- YOUR 2019 FEDERAL AND STATE INCOME TAXES ARE DUE FOR FREE TAX ASSISTANCE AND ELECTRONIC FILING. TAKE YOUR W-2 FORM TO YOUR INSTALLATION TAX ASSISTANCE CENTER OR SUPPORTING LEGAL ASSISTANCE OFFICE</p> <p>DON'T DELAY-FILE TODAY GET YOUR TAX REFUND IN LESS THAN HALF THE TIME BY USING E-FILE WITH DIRECT DEPOSIT TO YOUR BANK ACCOUNT GO TO WWW.IRS.GOV/EFIL AND WWW.FMS.TREAS.GOV/EFT</p> <p>WWW.MILITARYONESOURCE.COM HAS FREE FEDERAL AND STATE TAX PREPARATION AND FILING. LOG ON OR CALL 1-800-342-9647 TODAY!</p> <p>JUST GET MARRIED? HAVE A BABY? SHARE THE GOOD NEWS WITH YOUR PERSONNEL OFFICE, THEY'LL MAKE SURE YOU GET PAID RIGHT</p>								<p>FINANCIAL READINESS CAMPAIGN, YOU'RE ENCOURAGED TO PARTICIPATE IN MILITARY SAVES MONTH WWW.MILITARYSAVES.ORG, START SMALL. THINK BIG.</p> <p>SEA DUTY TIME 00/00/00</p> <p>MEMBER'S SGLI COVERAGE AMOUNT IS \$400,000</p> <p>BAH BASED ON DEPENDENTS, ZIP 23511</p> <p>BANK XYZ CREDIT UNION</p> <p>ALLOT - XYZ CREDIT UNION = 300.00</p> <p>ALLOT - COMB FIN CAMPAIGN = 20.00</p>									

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Note: Areas blocked out with XXXX for training purposes

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# Case Study 4



# Role Play: Morgan Wayne

## Case Study 4 - Continuation Pay Navy LES

DEFENSE FINANCE AND ACCOUNTING SERVICE MILITARY LEAVE AND EARNINGS STATEMENT																	
ID	NAME (Last, First, MI)		SOC SEC NO.		GRADE	PAY DATE		YRS SVC	ETS	BRANCH	ADSN/DSSN	PERIOD COVERED					
	WAYNE, MORGAN		*****XXXX		E6	XXXXXX		10	XXXXX	NAVY	XXXX	1-30 JANUARY 2020					
ENTITLEMENTS				DEDUCTIONS				ALLOTMENTS				SUMMARY					
Type	Amount		Type	Amount		Type	Amount				+Amt Fwd 0						
A	Base Pay	3769.80	FEDERAL TAXES	134.48		PPV	3114.00				+Tot Ent 7256.51						
B	BAS	372.71	FICA-SOC SECURITY	233.73		COMB FED CAMPAIGN	20.00				-Tot Ded 2355.35						
C	BAH	3114.00	FICA-MEDICARE	54.66		TRICARE DENTAL	30.15				-Tot Allt 3564.15						
D			SGLI	25.00		ALLOTMENT SAVINGS	400.00				=Net Amt 1,337.01						
E			FSGLI	4.50							-Cr Fwd .00						
F			AFRH	0.50							=EOM Pay 1,337.01						
G			ROTH TSP	565.47													
H			MID MONTH-PAY	1337.01													
I																	
J																	
K																	
L																	
M																	
N																	
O																	
TOTAL		7256.51	2355.35		3564.15												
LEAVE	BF Bal	Ermd	Used	CR Bal	ETS Bal	Lv Lost	Lv Paid	Use/Lose	FED TAXES	Wage Period	Wage YTD	M/S	Ex	Add'l Tax	Tax YTD		
	13.0	2.5	6	9.5	79.5	.0	40.0	.0		3769.80	3769.80	M	4	.00	134.48		
FICA TAXES	Wage Period	Soc Wage YTD		Soc Tax YTD		Med Wages YTD		Med Tax YTD	STATE TAXES	St FL	Wage Period	Wage YTD	M/S	Ex	Tax YTD		
	3769.80	3769.80		233.73		3769.80		54.66			3769.80	3769.80	N	4	.00		
PAY DATA	BAQ Type	BAQ Depn	VHA Zip	Rent Amt	Share	Stat		JFTR	Depns	2D JFTR		BAS Type	Charity YTD	TPC	PACIDN		
	W/DEP		92136	.00	1	R			1				20.00				
TRADITIONAL PLAN (TSP)	Base Pay Rate	Base Pay Current		Spec Pay Rate		Spec Pay Current		Inc Pay Rate	Inc Pay Current		Bonus Pay Rate	Bonus Pay Current					
	0	0		0		.00		0	.00		0	.00					
ROTH PLAN	Base Pay Rate	Base Pay Current		Spec Pay Rate		Spec Pay Current		Inc Pay Rate	Inc Pay Current		Bonus Pay Rate	Bonus Pay Current					
	15	565.47		0		.00		0	.00		0	.00					
CM AGCY CONTR	AGCY-AUTO		ACG-MATCH														
	37.70		150.79														
CONTRIBUTIONS TOTALS	TSP YTD Deductions		YTD TSP Deferred		YTD TSP Exempt		YTD ROTH		YTD TSP AGCY-AUTO		YTD TSP AGCY-MATCH						
	565.47		.00		.00		565.47		37.70		150.79						
REMARKS: YTD ENTITLE 7256.51 YTD DEDUCT 2355.35																	
<p>IF TSP ELECTION AMT EXCEEDS NET AMT DUE, TSP WILL NOT BE DEDUCTED</p> <p>- YOUR 2019 FEDERAL AND STATE INCOME TAXES ARE DUE</p> <p>FOR FREE TAX ASSISTANCE AND ELECTRONIC FILING, TAKE YOUR W-2 FORM TO YOUR INSTALLATION TAX ASSISTANCE CENTER OR SUPPORTING LEGAL ASSISTANCE OFFICE</p> <p>DON'T DELAY-FILE TODAY GET YOUR TAX REFUND IN LESS THAN HALF THE TIME BY USING E-FILE WITH DIRECT DEPOSIT TO YOUR BANK ACCOUNT</p> <p>GO TO WWW.IRS.GOV/EFILE AND WWW.FMS.TREAS.GOV/EFT</p> <p>WWW.MILITARYONESOURCE.COM HAS FREE FEDERAL AND STATE TAX PREPARATION AND FILING. LOG ON OR CALL 1-800-342-9647 TODAY!</p> <p>JUST GET MARRIED? HAVE A BABY? SHARE THE GOOD NEWS WITH YOUR PERSONNEL OFFICE, THEY'LL MAKE SURE YOU GET PAID RIGHT</p>								<p>FINANCIAL READINESS CAMPAIGN, YOU'RE ENCOURAGED TO PARTICIPATE IN MILITARY SAVES MONTH</p> <p>WWW.MILITARYSAVES.ORG, START SMALL. THINK BIG.</p> <p>SEA DUTY TIME 00/00/00</p> <p>MEMBER'S SGLI COVERAGE AMOUNT IS \$400,000</p> <p>BAH BASED ON DEPENDENTS, ZIP 92136</p> <p>BANK XYZ CREDIT UNION</p> <p>ALLOT - XYZ CREDIT UNION = 400.00</p> <p>ALLOT - COMB FIN CAMPAIGN = 20.00</p>									

WWW.DOD.MIL/DFAS

DFAS Form 702, Jan 02

Note: Areas blocked out with XXXX for training purposes

*\*This Payslip is a hypothetical situation for training purposes. It is provided solely for the Command Financial Specialist Course.\**



COMMAND FINANCIAL  
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# SCRA Housing Price Inflation Adjustment

Appendix G



# SCRA Housing Price Inflation Adjustment



The SCRA Housing Price is adjusted yearly and is published in the Federal Register by the Department of Defense. The annual adjustment is generally announced in February. The Federal Register can be found here: <https://www.federalregister.gov/agencies/defense-department>

The housing price inflation adjustment effective as of January 1, 2020 was announced on January 24, 2020 and reads: "The Servicemembers Civil Relief Act, as codified at 50 U.S.C. App. 3951, prohibits a landlord from evicting a Service member (or the Service member's family) from a residence during a period of military service, except by court order. The law as originally passed by Congress applied to dwellings with monthly rents of \$2,400 or less. The law requires the DoD to adjust this amount annually to reflect inflation and to publish the new amount in the Federal Register. Applying the inflation adjustment for 2019, the maximum monthly rental amount for 50 U.S.C. App. 3951(a)(1)(A)(ii) as of January 1, 2020, will be \$3,991.90." The announcement made on January 24, 2020 can be found here: <https://www.federalregister.gov/documents/2020/01/24/2020-01202/publication-of-housing-price-inflation-adjustment>



COMMAND FINANCIAL  
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# Governing Directives List

Appendix H

# Governing Directives List

ISSUANCE	TITLE	ISSUANCE DATE
<b>Legislative Guidance</b>		
<b>Public Law</b>	<b>Available at: <a href="https://www.govinfo.gov/">https://www.govinfo.gov/</a></b>	
101-510	Transition Assistance for Military Members (TAMP)	11/5/90
114-92	National Defense Authorization Act (NDAA)	11/25/15
115-874	Improvements to Transition Assistance Program	7/23/18
<b>U.S. Code</b>		
	<b>Available at: <a href="https://uscode.house.gov/">https://uscode.house.gov/</a></b>	
50 U.S.C. § 3901-4043	Servicemembers Civil Relief Act (SCRA)	
<b>Code of Federal Regulations</b>		
	<b>Available at: <a href="https://www.ecfr.gov/">https://www.ecfr.gov/</a></b>	
32 CFR § 232	Limitations on Terms of Consumer Credit Extended to Service Members and Dependents (Military Lending Act)	
32 CFR § 112	Indebtedness of Military Personnel	
32 CFR § 113	Indebtedness Procedures of Military Personnel	
<b>DoD Guidance</b>		
<b>DoD Instructions (DODI)</b>	<b>Available at: <a href="https://www.esd.whs.mil/dd/">https://www.esd.whs.mil/dd/</a></b>	
1332.35	Transition Assistance Program (TAP) for Military Personnel	9/26/19
1341.09	DoD Adoption Reimbursement Policy	7/5/16
1342.19	Family Care Plans	5/7/10
1342.22	Military Family Readiness	7/3/12
1344.07	Personal Commercial Solicitation on DOD Installations	3/30/06
1344.09	Indebtedness of Military Personnel	12/8/08
6400.05	New Parent Support Program	6/13/12
DTM 19-009	Touchpoint Training/Financial Education Action Point Training	8/13/19
<b>Navy Guidance</b>		
<b>SECNAVINST</b>	<b>Available at: <a href="https://www.secnave.navy.mil/doni/default.aspx">https://www.secnave.navy.mil/doni/default.aspx</a></b>	
1740.4A	DoN Personal Financial Management (PFM) Education, Training, and Counseling Program	4/23/19
1740.2F	Solicitation and the Conduct of Personal Commercial Affairs on Department of the Navy Installations	6/18/19
1754.1B	Department of Navy Family Support Programs	9/27/05
5210.8F	DoN Records Management Program	3/29/19
5211.5F	DoN Privacy Act Program	5/20/19
5510.30C	DoN Personnel Security System	1/24/20
5510.35D	Nuclear Weapons Personnel Reliability Program (PRP)	7/31/19
Manual 5210.1	DoN Records Management Program Records Management Manual	9/23/19
Manual 5510.30	Department of the Navy Personnel Security Program	6/1/06

ISSUANCE	TITLE	ISSUANCE DATE
<b>OPNAVINST</b>	<b>Available at: <a href="https://www.secnav.navy.mil/doni/default.aspx">https://www.secnav.navy.mil/doni/default.aspx</a></b>	
1300.14D	Suitability Screening for Overseas and Remote Duty Assignments	4/9/07
1500.22H	General Military Training (GMT) Program	9/3/15
1740.5D	United States Navy Personal Financial Management Program	10/24/17
1754.1B	Fleet and Family Support Center (FFSC) Programs	11/5/07
1900.2C	Transition Assistance Program	8/24/16

<b>MILPERSMAN</b>	<b>Available at: <a href="https://www.public.navy.mil/bupers-npc/reference/Pages/default.aspx">https://www.public.navy.mil/bupers-npc/reference/Pages/default.aspx</a></b>	
1741-020	SGLI	7/28/18
1741-030	FSGLI	3/15/16
1754-030	Support of Family Members	4/26/06
1770 series	Casualties and Survivor Benefits	various
5800-010	Paternity Complaints	8/22/02
7000-020	Indebtedness and Financial Responsibility of Members	4/4/06
7220 series	Disbursing	various

#### Marine Corps Guidance

<b>Available at: <a href="https://www.marines.mil/News/Publications/">https://www.marines.mil/News/Publications/</a> and <a href="https://www.marines.mil/Portals/1/Publication">https://www.marines.mil/Portals/1/Publication</a></b>		
MCO 1700.37	Personal Financial Management Program	12/11/14
MCO 5800.16 CH-2	Legal Support and Administration Manual	6/19/20
MCO 5510.18 (series)	USMC Information and Personnel Security Program	1/30/17
MCO 5210.11 (series)	Marine Corps Records Management Program	4/7/15

**Available at: <https://www.marines.mil/News/Messages/>**

MARADMIN 346/20	Financial Education Action Point Training	6/15/20
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#### Army Guidance

<b>Available at: <a href="https://armypubs.army.mil/ProductMaps/Pubform/ActiveInactiveRescSearch.aspx">https://armypubs.army.mil/ProductMaps/Pubform/ActiveInactiveRescSearch.aspx</a></b>		
DoDI 1342.22	Military Family Readiness	7/3/12
AR 608-1	Army Community Service	10/19/17
AR 608-99	Family Support, Child Custody, and Paternity	10/29/03
Army Directive 2020-04	Enhanced Interim Financial Support	4/24/20
AR 380-67	Personal Security Program	1/24/14
32 CFR § 112	Indebtedness of Military Personnel	



## ISSUANCE

## TITLE

ISSUANCE  
DATE**Coast Guard Guidance****Available at: <https://cg.portal.uscg.mil/library/directives/SitePages/directives.aspx>**

COMDTINST 1740.8 (series)	Coast Guard Personal Financial Management Program	4/2/15
COMDTINST 1740.3 (series)	Use of Non-Governmental Educational Material and Presenters	5/13/11
COMDTINST 1740.2 (series)	Commercial Solicitation Controls at Coast Guard Units	7/22/92
COMDTINST M7220.29 (series)	Coast Guard Pay Manual	11/6/19
COMDTINST M1600.2 (series)	Discipline and Conduct	10/29/18
COMDTINST M5520.12 (series)	Personnel Security and Suitability Program	3/18/10
COMDTINST 1900.2 (series)	Transition Assistance Program	4/17/03
COMDTINST 1754.9 (series)	Reimbursement of Adoption Expenses	6/6/12
COMDTINST 5801.4 (series)	Legal Assistance Program	2/17/17
COMDTINST 12500.3 (series)	Student Loan Repayment Program	7/22/11
COMDTINST M5212.12 (series)	Information and Life Cycle Management	6/4/12
COMDTINST M5370.8 (series)	Standards of Ethical Conduct	3/1/02

**Air Force Guidance****Available at: <https://www.e-publishing.af.mil/>**

AFI 36-3009	Airman and Family Readiness Centers	5/10/19
AFI 36-2906	Personal Financial Responsibility	7/30/18



COMMAND FINANCIAL  
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# Command Leadership and Indoctrination Briefs and Instructor Guides

Appendix I

# **Command Indoctrination Brief**



## I. INTRODUCTION

This presentation is designed to tell new command members clearly and concisely about the Command PFM program. Speaking at indoctrination allows you to introduce yourself and generate excitement about personal financial management issues. It may also meet some or all of the Touchpoint requirements for newly reporting personnel.

You will discuss your branch of service's PFM program, the role of the CFS, and how the CFS can help command members. You also can offer information on several PFM topics as a "teaser" to generate interest in PFM. The program concludes with an invitation to participate in the PFM program. As written below, this brief should take 5 to 10 minutes. Feel free to add information from selected portions of the PFM Standardized Curriculum if you have more time available. You can also personalize the brief for your command with photos.

**INSTRUCTOR NOTE:** There are sections of the PowerPoint that you must update for your branch of service. Updates are noted using an **INSTRUCTOR NOTE:** such as this one.



## SLIDE 1



## SLIDE 2



## SLIDE 3

## Introduce Self

Introduce yourself. Explain that you are the Command Financial Specialist at the command, and that you are going to tell participants about the command's PFM program.

## Topics

Review the topics you are going to cover:

- ▶ Your Branch of Service's PFM Program
- ▶ Implications of Sound Financial Management (Negative & Positive)
- ▶ The Role of the CFS
- ▶ How the CFS Can Help You
- ▶ Resources
- ▶ Invitation
- ▶ Contact Information

## PFM Program

Briefly explain that your branch of service has a policy on financial management and indebtedness.

Your branch of service has mandated that every command have a Personal Financial Management Program, which is run by the Command Financial Specialist. The program was created because needs assessments have indicated that PFM is a top concern of military personnel. It was recognized that financial issues have a direct impact on readiness and retention. Some Service members come into the service lacking basic consumer skills and training in how to manage finances. This can lead to financial difficulty. The PFM program is designed to help every Service member achieve financial success. The program emphasizes a proactive, career life-cycle approach to accountability by providing basic principles and practices of sound money management, counseling tools and referral services using a comprehensive education and training program. What does that mean? It means the command wants to help you do well with your money management.

**INSTRUCTOR NOTE:** You will need to update the slide to include your branch of service PFM Instruction.



## SLIDE 4

### Implications of Financial Problems

Unfortunately, many Service members, both young and old, experience some level of financial difficulty. **ASK** what participants believe are the implications of financial problems. Answers should include:

- ▶ Negative evaluations
- ▶ Loss of promotions
- ▶ Loss of security clearance
- ▶ Loss of overseas assignment
- ▶ Reduction in rank
- ▶ NJP
- ▶ Administrative discharge

And those are just the military implications. Civilian implications can include everything from not being able to get credit to repossessions, bankruptcies, or even jail!



## SLIDE 5

### Implications of Sound Financial Management

If we're going to talk about the bad things that can happen from mismanagement, let's also talk about all the good things that can happen from good financial practices. **ASK** what participants believe are the implications of sound financial management. Answers should include:

- ▶ Less stress
- ▶ More money in savings
- ▶ Better quality of life
- ▶ Get more of the things you want
- ▶ Have financial security
- ▶ Building wealth ...

**INSTRUCTOR NOTE:** Time permitting, you can turn slides 4 and 5 into an activity by having the class call out the implications of financial problems and implications of sound financial management.



**SLIDE 6**

## The Role of the CFS

Let's talk for a minute about my role in all of this. As the Command Financial Specialist, let them know your branch of service's roles of the CFS. You could summarize this by saying that when it comes to financial issues, I am the "go-to" person!

**INSTRUCTOR NOTE:** You will need to update the slide to include your branch of service CFS roles.



**SLIDE 7**

## How the CFS Can Help You

So what, specifically, can I do for you? I can help you with:

- **Money Management:** Whether you need some basic education on budgeting and spending plans, or whether you're looking to improve your system, I can help.
- **Debt Management:** Whether you have taken on too much debt and are having trouble or are trying to establish credit for the first time, I can help.
- **Touchpoints:** When you receive a message to review a financial Touchpoint, I have the resources to assist you.
- **Saving on Major Purchases:** Thinking of buying a car? I have information that could save you hundreds, if not thousands, of dollars. I can help.
- **Consumer Awareness:** Have you been ripped off? Did someone sell you something that doesn't work or misrepresent a purchase? I can help.
- **Saving and Investing Information:** Wondering if you should participate in the Thrift Savings Plan? Want to start saving for emergencies? Do you want to learn about investing? I can provide you with knowledge.
- **Retirement Choices:** I know retirement seems like a long way off, but the sooner you start saving, the less you'll need to save in the long run, and the more your money will grow. I can provide you with information about TSP and the Blended Retirement System.
- **Referrals to Military and Community Resources:** Even if you don't think I can help, I probably can help. I've had extensive training regarding all the people out there who can help with different types of problems — so tell me what is going on, and give me a chance to get you to the people who can help, just in case I can't.



- **Screenings:** Hoping to take overseas orders or special duty orders? Wanting to move off base and collect BAH? I can help you with the financial screenings that must accompany your packages!
- **Financial Requirements for Transition:** Planning to leave the military soon? You will be required to complete a budget in preparation for your transition. I can help you to think about the budget changes that you might see when transitioning such as increased income taxes.



**SLIDE 8**



**SLIDE 9**



**SLIDE 10**

## Resources

Provide a list of local resources that can assist Service members in your area.

**INSTRUCTOR NOTE:** You will need to update the slide to include local resources that can assist Service members.

## Invitation

In conclusion, invite participants to come see you. Let them know whether they will need an appointment or can stop by for an informal chat.

Encourage them to join any financial training you will be offering or that is offered by your base's PFM's. Provide a schedule, if possible. Explain that command members don't need to have a financial "problem" to talk with you, but that if they do have one, you can help. Suggest to participants that they let you help them build wealth and establish financial security.

## Contact Information

Time to let them know how to reach you and any other CFS at the command. You may consider using photos to help them identify and remember you.

**INSTRUCTOR NOTE:** Update the slide with your contact information and the contact information for any other CFSs at your command.



# **Appendix I - Command Leadership Brief**



## I. INTRODUCTION

This presentation is designed to tell command leadership clearly and concisely about your branch of service's PFM program and your role as a Command Financial Specialist. The brief should take about 5 minutes. Be prepared to explain your plan of action, both immediate and long term, and ask for the support you require to run an effective and proactive command PFM program.

**INSTRUCTOR NOTE:** There are sections of the PowerPoint that you must update for your branch of service. Updates are noted using an **INSTRUCTOR NOTE:** such as this one.



## SLIDE 1

### Introduce Self

---

Explain that you recently completed the Command Financial Specialist Training Course and would like to speak with leadership about the command's Personal Financial Management Program.



## SLIDE 2

### PFM Program Topics

---

Explain that your branch of service has an instruction which provides the official way in which the PFM program must be run.

The instruction promotes operational readiness, personal responsibility, reliability, morale and quality of life by providing knowledge, skills and counseling to its members regarding sound personal financial-management practices. This is done by providing basic consumer education and training to personnel, training for all command personnel on sound financial-management issues, current financial information and publications, and preventive and remedial counseling. The Command Financial Specialist is responsible for implementing a proactive PFM program at the command.

**INSTRUCTOR NOTE:** You will need to update the slide to include your branch of service PFM Instruction.



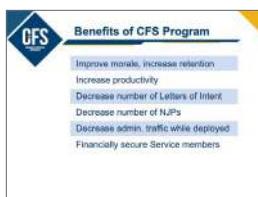
## SLIDE 3

### The Roles of a CFS

---

Describe your branch of service's main roles as dictated by your PFM instruction.

**INSTRUCTOR NOTE:** You will need to update the slide to include your branch of service CFS roles. You will need to update the slide to include your branch of service PFM Program Policy Reference and your CFS roles.



## SLIDE 4

## Benefits of CFS Program

Studies and experience have shown that the benefits of a well-run and supported Command Financial Specialist/PFM program are many, including:

1. Improved morale and retention, through education on financial issues, including saving and investing and retirement planning
2. Increased productivity, because Service members' minds are on their work and not on their financial problems
3. Reduced number of Letters of Intent due to better financial management
4. Decreased number of NJPs
5. Decrease in marital problems (the No. 1 reason couples fight is money)
6. Decreased administrative traffic while deployed
7. Financially secure Service members



## SLIDE 5

## Plan of Action

At this point in developing the CFS program at this command, summarize what you plan to do. Be concise and prioritize these actions and plans.

1. What are your initial actions for the CFS program?
2. What are your long-term plans?

Refer to CFS Student Manual CFS 15: *Developing Your Program* for help in determining your Plan of Action.



## SLIDE 6

## Support Requirements

In order to carry out this plan of action, I will need the following support: This is your time to let command leadership know what support you need. Use your time wisely. Examples: Subscriptions to magazines/newspapers, time off for regularly scheduled trainings/opportunities, help getting added to the check-in/check-out sheet, etc.



## SLIDE 7

## Contact Information

This is where you wrap this up.

Are there any questions or comments regarding my plans for the Command Personal Financial Management program? Thank you for your time.


**INSTRUCTOR NOTE:** Update the slide with your contact information and the contact information for any other CFSs at your command.




1



2




## PFM Program



### PFM Program Instructions

- (Insert Branch of Service PFM Instruction)
- Command Instruction

3



## Implications of Financial Problems

- Negative Evaluations
- Loss of Promotion
- Loss of Security Clearance
- Loss of Overseas Assignment
- Reduction in Rank
- NJP
- Administrative Discharge

4



## Implications of Sound Financial Management

- Less Stress
- More Money in Savings
- Better Quality of Life
- More of the Things You Want
- Financial Security
- Build Wealth...

5



## Roles of the CFS

Insert Branch of Service Roles




6



## How the CFS Can Help You

- Money Management
- Debt Management
- Touchpoints
- Consumer Awareness
- Savings and Investing
- Retirement (TSP, Legacy & BRS)
- Referrals to Military & Community Resources
- Screenings
- Financial Requirements for Transition

7



## Resources

- Insert name and contact  
Information for key local financial  
resources

8






## Invitation

- **Come and talk to me**
  - ✓ Appointment
  - ✓ Informal
- **Attend financial training**
- **You don't need to have a problem**
- **If you do have financial issues**  
— **I CAN HELP!**
- **Let me help you build wealth and establish financial security**

9




## Contact Information

- **Include names and contact information of CFS**

10



1




**CFS**  
COMMAND FINANCIAL  
SPECIALIST

## Topics

- (Insert Branch of Service Instruction)
- Basic Consumer Education and Training
- Training on Financial Management
- Current Financial Information and Publications
- Preventive and Remedial


2



## The Roles of a CFS

- Insert your branch of service  
PFM policy reference
- Insert your branch of service  
CFS Roles in bullet format

3



## Benefits of CFS Program

- Improve morale, increase retention
- Increase productivity
- Decrease number of Letters of Intent
- Decrease number of NJPs
- Decrease admin. traffic while deployed
- Financially secure Service members


4



5



6



## Contact Information

- Include names and contact information of CFS



COMMAND FINANCIAL  
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# Approved Financial Resources for Installation Financial Education and Training

Appendix J

# Approved Financial Resources for Installation Financial Education



## US NAVY AND US MARINE CORPS GUIDELINES

Use of non-governmental educational material and presenters is governed by OPNAVINST 1740.5 (series) and Marine Corps Order (MCO) 1700.37. Meetings on DoD installations of private, non-profit, tax exempt organizations that involve commercial solicitation are governed by the DODI 1344.07 - Personal Commercial Solicitation on DoD Installations, and the SECNAVINST 1740.2F - Solicitation And The Conduct of Personal Commercial Affairs on Department of The Navy Installations.

Before using a qualified non-government organization for educational material and presentations, it is advised that you review OPNAVINST 1740.5D to ensure the organization complies with the conditions set forth.

According to OPNAVINST 1740.5D 7.i.(5), Commanders, COs, and OICs will, “Obtain a review and recommendation from the servicing FFSC’s financial educator and counselor, an opinion from the local representative of the SJA, and approval from the installation CO per references (d) and (e) prior to granting authorization for any personal financial management presentation on base offered by a commercial or other entity not specifically authorized under reference (e). Per reference (a), when services from non-governmental organizations are utilized, DoD service providers must monitor them throughout the duration of instruction given.

### Notes to consider:

Navy and Marine Corps have instituted robust Personal Financial Management programs. Commanders may have limited need or interest in supplemental financial education services.

In accordance with Department of Defense Instruction 1344.07 Personal Commercial Solicitation on DOD Installations, approved non-profit entities may offer financial education presentations and training under the following conditions:

- Presentations shall only be conducted at the express request of the installation commander. The organization may not make initial contact in an attempt to gain installation access to provide financial education.
- Personnel from the organization are prohibited from entering into an ongoing business relationship with military members. If the member requests such a relationship, the organization’s personnel must deny the request, and refer the member to installation Personal Financial Management staff for further information.
- Personnel from the approved organization must use appropriate disclaimers, in their presentations and on their other educational materials, to include brochures and PowerPoint presentations, which clearly indicate that they and the Department of Defense do not endorse or favor any commercial supplier, product, or service or promote the services of a specific financial institution.
- The organization must continue to meet criteria required by DODI 1344.07 to offer financial education per local commanders’ requests.
- For organizations with an approval letter, the approval is typically effective for five years from the date of the letter. However, if there are any reported violations of the conditions, authorization will be revoked.

## US ARMY GUIDELINES

The Department of the Army is governed by DODI 1344.07 in the use of non-governmental education material and presenters. The Army maintains a list of qualified non-government organizations that are allowed to present educational programs or materials to Army staff or a command. The command should not use financial organizations that are not on the Army's qualified list and have not been vetted by the Army. The Army process for using a qualified non-government organization for educational material and presentations include:

- A letter of request for the educational organization
- Army approval in writing to the letter from a Presidentially-appointed, Senate-confirmed civilian official
- An expressed invitation from the installation commander to the educational organization for presentations

The Army has a robust Financial Literacy Training Program on its installations. For more information on the Army's Financial Literacy Distributed Learning Training, visit the *FinancialFrontline.org*.

## US COAST GUARD GUIDELINES

Use of non-governmental financial educational material and presenters is governed by COMDTINST 1740.3 (series) and COMDTINST 1740.8 (series). The Coast Guard maintains a list of qualified non-government organizations that have been approved by Commandant (CG-111).

Commanding Officers, Officers in Charge and staff can use non-government, non-commercial, tax-exempt Personal Financial Management (PFM) educational material and presenters as long as the non-federal organization and its educational material have been approved by Commandant (CG-111) in accordance with COMDTINST 1740.3 (series).

When financial institutions (e.g., banks and credit unions), operating on Coast Guard bases, in Coast Guard federal buildings, and other non-governmental organizations are used to provide financial education, they shall comply with the conditions set forth in COMDTINST 1740.3 (series). Furthermore, when a non-government organization is utilized, Coast Guard service providers shall monitor them throughout the duration to ensure compliance with COMDTINST 1740.3 (series).

Conditions for Retaining Designation:

Once designated as a qualified organization, that organization will be permitted to present educational programs and materials to Coast Guard staff or a command provided they comply with the following conditions:

- a. Presentations shall be conducted and materials shall be provided only at the express request of a unit commander or staff supervisor.
- b. All agents and employees of the organization involved in the presentation of materials must be certified by the organization as a qualified trainer, facilitator or presenter, and must comply with all participation rules.
- c. All prospective trainers, facilitators, and presenters must agree to use appropriate disclaimers clearly indicating that they do not endorse or favor any commercial supplier, product or service.
- d. All presentations and educational materials must use appropriate disclaimers clearly indicating that the Coast Guard does not endorse or favor any commercial supplier, product or service.



- e. Pamphlets, booklets and other material or information provided to attendees or participants may not contain any solicitation or sales material, nor may it be presented in a biased way so as to favor any commercial entity's products or services.
- f. No sales or solicitation activity may be conducted during any seminars or presentations made by the organization or its representatives. In addition, no references to, or opinions about, other commercial entity's products or services may be provided.
- g. Names, addresses and phone numbers of Coast Guard personnel attending seminars or presentations may not be retained by the organization or be disseminated to any organization or commercial entity.
- h. Participation will be non-exclusive, in that any other qualified organization participate in these programs at the sole discretion of the Coast Guard.
- i. All services provided by the qualified organization must be cost-free to seminar participants.
- j. Any qualified organization that discovers non-compliant activity within their program shall immediately notify Commandant (CG-111) of that activity and the organization's corrective action.
- k. A copy of all educational material and curriculum presented must be provided to Commandant (CG-111) prior to its presentation.
- l. All qualification, participation and termination decisions are made by Commandant (CG-111). The current list of qualified non-government organizations was issued in May 2020. Check with the Point of Contact for updates: Commandant (CG-1112) at [HQS-SMB-FamilySupportServices@uscg.mil](mailto:HQS-SMB-FamilySupportServices@uscg.mil)

## **COAST GUARD QUALIFIED NON-GOVERNMENT ORGANIZATIONS (PER COMDTINST 1740.3)**

### **# NAME OF ORGANIZATION**

- |    |   |
|----|---|
| 1  | Adult Continuing Education and Career Advancement Resource (ACECAR) Network     |
| 2  | First Command Educational Foundation  |
| 3  | Guardian Federal Credit Union   |
| 4  | Military Officers Association of America  |
| 5  | Musgrave, James C., Ellicott City, MD   |
| 6  | Navy Federal Credit Union   |
| 7  | Navy Mutual Aid Association   |
| 8  | National Association of Securities Dealers (NASD) Investor Education Foundation |
| 9  | Pentagon Federal Credit Union   |
| 10 | The Society for Financial Awareness   |
| 11 | The USAA Educational Foundation   |
| 12 | Financial Industry Regulatory Authority (FINRA) Investor Education Foundation   |
| 13 | National Foundation for Credit Counseling (NFCC)                                |
| 14 | Sea West Coast Guard Federal Credit Union                                       |
| 15 | Hanscom Federal Credit Union (HFCU)   |
| 16 | Support the Enlisted Project, Inc. (STEP)                                       |